JSU Short-Form Course Readiness Checklist

Please contact Online@JSU for assistance. Please review faculty tutorials for further assistance in setting up your course.

Instructor: Click or tap here to enter text.   **Date Reviewed:** Click or tap here to enter text.

Course ID: _ Click or tap here to enter text.   **Course Name:** Click or tap here to enter text.

Instructor Signature: _____

Item	Descriptions	Yes	No	NA
Course Copy	Request a course copy (if you need one) by contacting online@jsu.edu	☐	☐	☐
Homepage	Homepage is set up and includes all required elements.	☐	☐	☐
Start Here Module	Start Here or Syllabus Module or Orientation Module is included on the Modules page and included all necessary components: • Syllabus • Course Schedule/Calendar • Welcome Message to Students	☐	☐	☐
Announcements	Welcome announcement is included.	☐	☐	☐
Modules Page	Content needed for in-class lessons and activities is organized in a well-thought out pattern on the Modules Page.	☐	☐	☐
Pages	Content is organized on Canvas Pages within Canvas Modules, rather than uploaded as files	☐	☐	☐
Accessibility	All content on Canvas Pages has been checked with the Canvas Accessibility Checker	☐	☐	☐
Assignments & Discussions	• Assignment submission "drop boxes" are created and set as the proper submission type. (Online > File Upload or Online > Text Entry or Online > Media Recordings, or Online > Website URL); Deployed on Modules Page • Discussion Assignments include correct settings, they're connected to the gradebook, and deployed on Modules Page.	☐	☐	☐
Quizzes & Honorlock	Canvas Quizzes (quizzes/tests/exams) are deployed on the Modules Page. If you are using Honorlock to proctor any online quizzes, it is enabled and connected to the quizzes.	☐	☐	☐
Apps & Integrations	If you are using any apps or integrations (such as McGraw-Hill Connect, Cengage, FlipGrid, etc), make sure they are synced to the course and working properly before the course opens.	☐	☐	☐
Kaltura	If you are using Kaltura or your students are using Kaltura, enable Kaltura My Media by going to Settings > Navigation.	☐	☐	☐
Gradebook	Gradebook/Assignments Page matches your grade allocation on the Syllabus and Start Here page. If you are using weighted grading, make sure the groups are weighted properly on the Assignments Page.	☐	☐	☐
Link Check	Perform a final link check in your course by clicking on 'Student View' on the homepage. As a student, go through your modules and click on ALL links to make sure students can access and download content.	☐	☐	☐
Publish Course	Publish your course prior to course begin date so that students will be able to access the course when the semester starts.	☐	☐	☐
Online@JSU	Email online@jsu.edu if you need any assistance in building or maintaining your courses, brainstorming assignment and assessment ideas, or troubleshooting problems that you are experiencing. We are here to help, and we are happy to do so! Our website is http://jsu.edu/online/index.html.			