

Course Set-up Basics Checklist

- Instructor introduction
- Contact information and Communication expectations/preferences
- Course Syllabus
- Course overview
- Technology requirements and support
- Typical turnaround time for grading
- Course schedule
- Getting started/Start here
- Consistent course structure
- Easy navigation

Course Content Check-in

- Measurable objectives
- Assignments and Assessments aligned with objectives
- 10-15 minute presentations/ mini-lessons
- Variety of activities
- Variety of student interactions
- Context for materials (supplements, background, purpose, real-world application, etc.)
- Accessible
- Copyright compliant