

Course Review Checklist

Course Tab

- Unused nuggets are removed from home page
- Free of spelling/grammar errors
- Free of other errors (e.g., WebCT or CE6)

Syllabus Tab

- Syllabus is free of spelling/grammar errors
- Free of other errors (e.g., old date references, WebCT or CE6)
- Syllabus is in readable format (pref. HTML or PDF)
- Instructor information is clear
- Grade criteria is clear

Calendar Tab

- If calendar is used, due dates are clearly marked
- Due dates are consistent with course schedule/syllabus

Lessons Tab

- Clear communication of where to begin (e.g. "Start Here")
- Folder structure is easy/intuitive to navigate
- Content Items are free of spelling/grammar errors
- Availability and Access Dates are consistent with syllabus/course schedule
- Free of other errors (e.g., WebCT or CE6)

Resources and Communicate Tabs

- Free of spelling and grammar errors
- If discussions are used, sequence of topics is logical
- Unnecessary components (nuggets) are removed
- Free of other errors (e.g., WebCT or CE6)

Gradebook

- Categories are well titled (rename "Default" or "Uncategorized")
- Assignments titles are specific (avoid generic "Assignment 1")
- Assignment calculation types are appropriate (avoid "Manual" unless you plan to input scores directly to the gradebook)
- Gradebook mode is set correctly
 - Percentage: $\%(\text{Category A}) + \%(\text{Category B}) + \%(\text{Category C}) = \text{Total Score}$
 - Points: $\text{Category A} + \text{Category B} + \text{Category C} = \text{Total Score}$
- Organization of assignment columns is logical