EXTENDED LEARNING
COURSE SETUP CHECKLIST

Quick Checklist for Butler's Online Course Template

Use this checklist to verify that you have completed all the steps to set up your online summer course using Butler's online course template. For assistance with any of these tasks, view the how-to steps outlined in the "Using Butler's Canvas Course Template for Your Online Course: A Toolkit for Summer '24 Faculty" document.

Level 1 Setup:

- [ ] New online course template is imported.
- [ ] Home page is updated with the course code, course name, and welcome message.
- [ ] Syllabus is added/uploaded to the Syllabus tab.
- [ ] All headers in Module 0 are updated with the course code.
- [ ] All page titles in Module 0 are updated.
- [ ] The Course Schedule page is updated or deleted.
- [ ] The About the Instructor page is updated with your information.
- [ ] The Course Resources page is updated or deleted.
- [ ] The header-only assessment template is applied to assignments, discussions, and quizzes.
- [ ] Assignments, discussions, and quizzes have due dates.
- [ ] The Canvas gradebook is set up, including:
    - [ ] (Optional) Weighted grades.
    - [ ] Your default gradebook view.
    - [ ] Your grade posting policy (i.e., whether students see grades automatically or not).
    - [ ] Your missing assignment policy.
    - [ ] Your late assignment policy.
- [ ] The Canvas grading scheme matches your syllabus grading scheme.
- [ ] Old announcements are deleted.
- [ ] Everything looks correct when using the "Student View" feature.

See optional setup steps below. Document continued on next page.

Optional Level 1 Setup:

☐ Groups and group assignments are set up.

☐ Weekly announcements and reminders are scheduled.

☐ Panopto assignment folder is set up for students.

☐ Zoom office hours are set up.

☐ Zoom live class sessions are set up (for synchronous courses).

Level 2 Setup:

☐ (Optional) Home page image is updated.

☐ Syllabus is visible on the Syllabus page (i.e., syllabus preview is expanded).

☐ Course is sequenced using modules.

☐ Each module starts with a module introduction page.

    ☐ All headers on module introduction pages are updated with the course code.

    ☐ All page titles on module introduction pages are updated.

☐ Level 2 assessment template is applied to assignments, discussions, and quizzes.

    ☐ Each activity has a Purpose section.

    ☐ Each activity has a Task section with the assignment instructions.

    ☐ Each activity has a Grading Criteria section.

☐ Course readings and instructor content are posted on the templated page.

☐ Weekly announcements and reminders are scheduled.