Course Housekeeping Checklist 2022

Course Information

☐ School **template** or the VUW template including student support information.

☐ **Teaching plan** for each traffic light restriction level how you will continue to interact with the students.

☐ Instructions about how you will **communicate** with your students

☐ **Welcome** to the course and introduction section.

☐ **Timetable** and / or course calendar

☐ Staff **contact details**.

☐ Virtual Classroom **Zoom link**

Learning Material

☐ **Readings** in Talis linked to the course.

☐ **VStream Videos** for course are available and you know how recordings from lecture or zoom go into course folder

☐ **Modules/Weeks** organise content in modules and name clearly and coherently.

☐ **Embed learning material** within the module folders and add context.

☐ Add **short module descriptions / guides**

☐ **External links:** Check if all external links work.

☐ **Keep things manageable** and tidy up unnecessary content.

Assessment

☐ **Assignment setup: Modify, delete** or **add**.

☐ **Tidy up grade center,** delete old and unnecessary columns and rearrange the order.

☐ Check total columns are calculating correctly.

☐ **Check the Grades and Feedback section** and what is visible to students, hide total columns.

Making the course available to your students

The following steps are best done in the order in which they appear below:

☐ Set an **entry point** for the course and identifier **course banner**.

☐ As a minimum, have the **welcome section ready** and visible to students. Check what is visible and what is hidden.

☐ Use **student preview** to check if everything that you want students to see.

☐ **Make the course available** to students.

☐ **Send out an announcement** to students to let them know that the course is now available and what they should be doing when they first log in.