PRE-DELIVERY CHECKLIST

Training

- ✓ Inquire about our training workshops in Brightspace (D2L), Skype for Business (LYNC), and online course delivery. If you are interested in obtaining training, please consult with your Campus Administrator.

Course Management

- ✓ Verify that the textbook information listed on the Course Information page of your course is up to date and matches what is listed on the Textbook Listing webpage. If you notice discrepancies, notify the DL Bookstore by emailing dlsbookstore@cna.nl.ca.
- ✓ Update your Course Schedule (located in the Content area). Include all activities and assessment items. Students rely on the schedule to plan their time and to help keep them 'on track' throughout the semester.
    - o Remember that CNA's academic regulations regarding examinations states that instructors shall not be permitted to give quizzes worth more than 10% of the total final mark in the two week period prior to the start of examinations (for Fall and Winter semesters; The timeframe for Intersession courses is one week prior to the start of examinations). As well, no previously unassigned work may be assigned in the last two weeks of the semester. However, this regulation does NOT apply to assignments given prior to this period which are due in the two weeks prior to examinations, or to courses which have no final exam.
- ✓ Update your Course Calendar with Important Dates. Include highlights of the academic semester, for example: add/drop dates, midterm and final exam timeframes, etc. as well as quiz dates, assignment due dates, etc.

    NOTE: Remember that the new Pulse app for students will not be very beneficial to students unless due dates and reminders are properly set and entered in your course calendar.
- ✓ Ensure that the most recent copy of the official course outline from PIRS is linked in the Course Information section of the course content.
- ✓ Ensure that the Course Evaluation page in the course is consistent with the Suggested Evaluation section in the official course outline. Refer to the Course Outline Handbook for further details.
- ✓ Some Business and Office Administration courses use one or more Common Assessment Tools (CATs). This should be indicated in the official course outline. Check the School of Business and Information Technology's Outcomes Assessment SharePoint or contact the School's Provincial Assessment Coordinator for more information.
- ✓ Verify that the Gradebook has been properly set up and accurately represents the course assessments. Refer to Brightspace (D2L) Grade Book and PeopleSoft Manual.

    NOTE: As per College policy, Final Exam grades within your online course must not be released to students.

Content Review

- ✓ Review course content, particularly if there has been a new or updated version of the textbook issued.
- ✓ Check all hyperlinks in your course(s) to ensure they are working properly. Check all media for proper display and video playback. Pay particular attention to those that are critical to the course (i.e. required readings, articles or videos on which assessment items are based, etc.)
- ✓ Verify that all externally sourced materials are properly cited and do not infringe copyright or intellectual property.
- ✓ To focus student learning, consider hiding all content that will not be covered in the first week of class. You can set up time release conditions to automatically release each unit as they are needed.
- ✓ Ensure all learning objectives in the official course outline are covered in your teaching **and** all are evaluated. This is required by the College and may also be a requirement by the accreditation body for your school. Refer to the Course Outline Handbook for further details.
- ✓ Contact DL staff with suggestions for improvements or enhancements, or if you require assistance.

Welcome Students

- ✓ Post a welcome message and/or an ice breaker activity in the course discussion forum at the start of the course. Require students to respond and to introduce themselves. Advise students of topics that could be started immediately such as orientation activities.
- ✓ Update your biography and include a picture if you have not already done so. You can view a sample bio to get some ideas. Include your phone number, email address and "virtual" office hours. You may send your updated biography to DL as an email attachment and we will upload it to your course(s) for you.