

Essential Elements Checklist

At Conestoga College, all courses in full-time programs are to have information available to learners in eConestoga. Include the items listed below to fulfil the requirements and ensure learners experience consistency when navigating courses.



Course Information

- Validate that the official Course Outline is accessible via the “View Course Outline” button on the course homepage.**
- Add a module title “Course Information”.**
 - Select **Upload / Create**, choose an option from the menu, then add a topic titled “Welcome to the Course” and create a welcome message to your students.
 - Make use of the [Instructional Plan template](#) to create or update your Instructional Plan.

Note: The Instructional Plan must be complete and match the official Course Outline, where appropriate.

Evaluations

- Add a module title “Evaluations”.**
 - Select **Upload / Create**, choose an option from the menu, then add a topic for each evaluation item which includes clear requirements (e.g., instructions, how to submit, location and format of tests, etc.).
 - Provide a rubric, weighting or marking scheme for each evaluation. Rubrics can be [uploaded as a document](#) or created using the eConestoga [Rubrics](#) tool.
 - Select **Existing Activities** to [add links](#) to any of the eConestoga assessment tools you may be using for evaluations. (e.g., [Assignments/Quizzes/Discussions](#))

Note: Evaluations must align with the official course outline and meet the requirements of the [Evaluation of Student Learning Policy](#).

Content

- Add a module for each week or project/lab** (e.g., “Week 1: Course Introduction” or “Project 1, Project 2...” or “Lab 1, Lab 2...”). Your Chair can provide further guidance if you are unsure.
 - Select **Upload / Create**, choose an option from the menu, then add your course handouts, presentations, links to articles and readings, videos, etc. for each week.

Note: All content must be AODA and copyright compliant (e.g., accessible text-based documents, captioned videos, alternative text for images, etc.).

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Grade Items

- Add grade items.**
 - Select **Course Tools**, then [Grades](#) and create a new grade item for each evaluation. Add student grades as items are graded.

Note: Grade items must align with the official Course Outline and meet the requirements of the [Evaluation of Student Learning Policy](#).

Feel free to include additional modules or topics that you deem appropriate for your course.

Contact Us

If you have any questions, please reach out to eConestoga@conestogac.on.ca.