# **Ready Checklist for Your Asynchronous Course**

The purpose of this job aid is to help you to become familiar (or re-familiar) with your asynchronous online course. Readying your section course shell enables you to identify needed updates, personalize relevant parts of the course, and provide your students with a smooth orientation to asynchronous learning.

The "Location" column describes where in eConestoga to find checklist “items to Look for.” Use the "Checked" column to track what you review. Use the "Your Notes" section to make notes. Note that Course shell structure and tools used will vary by course. See the “Getting Help” section after the checklist for more.

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **Item to Look For** |  **Checked** | **Your Notes** |
| **Home page** |  |  |  |
| Course Scanner | * Run the scan to check for all [Essential Elements](https://tlconestoga.ca/overview-of-the-essential-elements/)
* Select the "Review" button to follow required actions
 |  |  |
| Announcements  | * Prepare a [welcome and orientation message](https://tlconestoga.ca/course-your-first-course-welcome-message-to-students/) that guides students to Course Information
 |  |  |
| Course Outline | * Ensure it is visible when "Course Outline" button is selected
* Note required resources, the assignments, weightings, and evaluation matrix
 |  |  |
| Account (your profile) | * Update relevant profile information
* Update relevant Notifications (e.g., send announcements to email, etc.)
 |  |  |
| **Course Information** |  |  |  |
| Welcome page | * Welcomes student to the course and the Course Information section
 |  |  |
| Facilitator's notes | * Review how the course is delivered. Keep document "hidden" from students
 |  |  |
| Meet Your Instructor | * Update page to include relevant professional information, contact information, etc.
 |  |  |
| Instructional Plan | * Update the web-based dynamic Instructional Plan (if you have a PDF, see how to create a dynamic webpage based [Instructional Plan)](https://www.youtube.com/watch?v=iXaAZ4ZWFUI)
* Include relevant Program Notes and Course Notes (review your [Program Handbook](https://www.conestogac.on.ca/handbook))
* Ensure no assignments are due Week 8
* Ensure assessments match descriptions in the Course Outline
* Update test, discussion, or assignment due dates for your semester (refer to [Academic Dates](https://www.conestogac.on.ca/admissions/registrar-office/academic-dates) and be aware of [Religious Holidays](https://www-assets.conestogac.on.ca/documents/www/about/policies/academic-administration/religious-holiday-procedure.pdf)) - to set IP due dates, see **Course Tools** below
 |  |  |
| Required Resources | * Set up your publisher account access if using tools/assessments from an eText
* Set up relevant digital resource instructions, hardware, software, plug-ins, for students
* Share relevant "how to" instructions for accessing resources
* Review the first assigned readings and activities to note questions that might arise
 |  |  |
| Get Help | * Update this page with your Conestoga contact information
 |  |  |
| Calendar | * Check relevant updated dates from Instructional Plan (Quizzes, Assignments, Discussion)
* Add other activities that do not use D2L tools
* Add any optional synchronous online meetings (Zoom, Teams)
 |  |  |
| **Course Tools** |  |  |  |
| Assignments (Edit each Assignment) | * Ensure graded assignments have a corresponding rubric
* Ensure graded assignments have a grade item
* Ensure assignments have relevant instructions
* Prepare reminder announcement to release before assessment due dates
 |  |  |
| Rubrics | * Check rubrics for correct addition and relevant details
* Ensure the Overall Score items are consistent with the pass grade for the course
 |  |  |
| Quizzes (if applicable) | * Review graded quiz properties and restrictions
* Ensure graded quiz dates and other relevant items are set
 |  |  |
| Discussion (if applicable) | * Ensure Forum and Topics have appropriate instructions and view permissions
* Create or respond to an [online icebreaker activity](https://tlconestoga.ca/icebreakers-in-a-remote-environment/)
* Create a "Course Questions" discussion topic, if appropriate
 |  |  |
| Graded Discussion (Edit Topic) | * Ensure appropriate restrictions and assessment settings align with Course Outline
 |  |  |
| Grades | * Ensure all evaluation items add up to 100%
 |  |  |
| **Contents** |  |  |  |
| Weekly modules and content | * In the first 1-2 weeks of the course, ensure that you review all course content (unit by unit, including textbook chapters) and consider your teaching plan. Develop strategies to provide students with extra support for topics that may be challenging.
 |  |  |
| Other items | * Ensure no course content is in Week 8
* Check to ensure links are active, fixing broken links
* Add Panopto (an external learning tool). You may wish to “Hide” Panopto for students.
* Check to see if other tools are utilized (e.g., Checklists, groups, release conditions)
 |  |  |
| **Course** **Admin** |  |  |  |
| Classlist | * Check the class list (note that it may change as students add or drop the course)
 |  |  |
| Intelligent Agents | * Determine whether [Intelligent Agents](https://www.youtube.com/watch?v=xLc4DCe9i-U) (auto-messaging) have been created. (If Intelligent Agents are found, go to "Settings" and update their reply-to email address.)
 |  |  |

## Getting Help

For technical assistance or to get help with course settings:

* see the eConestoga [Faculty Support](https://lms.conestogac.on.ca/facultysupport/) pages
* contact eConestoga (eConestoga@conestogac.on.ca)
* or attend drop-in sessions for eConestoga support (find link via your eConestoga home page).

Training on eConestoga is provided via the mandatory [micro-credential course](https://continuing-education.conestogac.on.ca/courses/EDEV0660), Conestoga's Learning Management System (LMS) and Technologies for Teaching.

If there is a problem with the content or assessments for the course, contact the faculty providing you with curriculum guidance. If you have questions regarding your weekly teaching responsibilities, contact your Chair/Chair Designate.