COTROnline | moodle | Course Checklist

COURSE SETTINGS

☐ **Confirm Title of Course and Course Short name**
Make sure they reflect the correct instructor, term, and mode of delivery (F2F, OL, etc.).
(ie. COTR100_OL_Winter2024)

☐ **Confirm Course Start and End date**
The default start date is the Monday of the first week of classes – the default is Jan 1st. Update for Jan 8th courses where necessary, unless you are using the start date to create new section parameter

☐ **Confirm Course Description**
This displays for students on their dashboard and should be up to date.

☐ **Confirm Sections and Course Format structure**
Collapsing course sections are either a Topic or Week structure – the default is Week. The Week structure auto-populates the section Title with dates. Topic lists "Topic #" as the Title.

☐ **Confirm Hide/Show Sections**
The default is "shown as not available", meaning students see them partially. To hide sections completely, select "Hidden sections are completely invisible".

WELCOME SETUP

The "welcome" area at the top of your course page provides students with the most pertinent course information. You can also use section drop-downs as an alternative layout.

☐ **Confirm Course Outline link**
Ensure the Course Outline link is opening the correct sharepoint file.
(https://sps.cotr.bc.ca/outlines/Course%20Outlines/ **ABCD123** .pdf)

☐ **Confirm Instructor Information**
Particularly where instructors are changing, but also to ensure your contact information and preferred contact hours/methods are clear and up-to-date.

☐ **Confirm Course Syllabus & Important Information**
Update any separate Course information documents or text-areas, including class-times and locations, assignment lists, and where to find help for completing courses, etc.

☐ **Confirm Student User Agreement** (if necessary)
Where in use, ensure Student Agreement is visible to students and updated with course info.

ADVANCED SETTINGS

Groups and Groupings

☐ **Users > Groups:** Confirm unused groups are deleted/removed and remaining groups are sorted correctly. **DO NOT remove/change ILP groups!** [ie. ABCD-101-OL02 (CS123456) (23)]
To combine ILP groups, use the Groupings function.

☐ **Course Settings > Groups:** Confirm global "Group mode" is set to "No groups" unless you are using group functions on ALL course materials and assessments. Otherwise, set group functions on a case-by-case basis.

Gradebook setup

☐ **Confirm Gradebook categories** match the assessment breakdown in your approved course outline, both in terms of naming and assigning weights.

☐ **Confirm Assessment grade items** are located directly underneath the relevant category and weighted appropriately. Grade item weights are calculated as a share of the category total. Grade items that are not underneath a category will cause the gradebook to calculate an error.

☐ **Confirm max grade:** This column reflects the total score of points you grade each item out of – it can be any number, but it should align with your syllabus expectations. This is set within the assignment/quiz/forum itself and not in the gradebook.

☐ **Setup > Course grade settings:** Select alternate display modes for the student view of the gradebook. The default will only show a column with the real grade for each grade item, a column with the percentage, and a feedback column.

Completion Tracking

☐ **Settings > Completion tracking:** Set on a case-by-case basis when enabled for the course.

☐ To **hide** the completion flags from the main course page view, switch "Show activity completion conditions" to "No". (They will still show within assignments and on Student progress pages).

Required and Useful Blocks

☐ **Confirm Latest Announcements** block appears in top left corner of 'side pre'

☐ **Respondus Lockdown Browser** should appear if using – add using the 'Add a block' dropdown

☐ Add a **Quicklinks** block using the Add Block function = add Text block.

All **relevant instructions and help-guides** are available in the newly updated
COTROnline Faculty Help Manual.

For a detailed walkthrough of this checklist, look for "Updating Your Newly Restored Course."

https://www.cotronline.ca/course/view.php?id=2696