# Term Start Checklist – Instructors

|  |  |
| --- | --- |
| **Course Introduction** | Reviewed |
| The [Course Introduction Package is imported](https://www.rrc.ca/tltc/learn/learn-support-for-instructors/course-development/course-introduction-package/) |  |
| The **Course Introduction** page is updated |  |
| The **Instructor Introduction** page includes instructor bio and contact information |  |
| The **Student Guide** page includes a link to the current course outline |  |
| A **Course Schedule** is posted and is up to date that includes due dates for assessments |  |
| The **Textbook and Course Materials** page lists required materials |  |
| The **Course Communication** Page Provides an overview of the different ways that students can communicate with you and each other in the course (e.g. email, discussion forums, etc.). |  |
| A welcome message is posted in the news with:   * General communication instructions, including instructor response time to email. * A clear statement of the instructor’s expectations about the course and conduct. * Brief instructions on how to start the course. |  |
|  |  |
| **Live Sessions/Office Hours** |  |
| If you are using Microsoft Teams, [request a Team using Maestro](https://www.rrc.ca/its/help-resources/office-365/microsoft-teams-basic-user-faq/#requestteam_staff_with_students) |  |
| If you are using WebEx, [login to WebEx](https://redrivercollege.webex.com) and [download the application](https://www.webex.com/downloads.html) |  |
| Time and date of live sessions are clearly communicated |  |
| Live sessions (in [WebEx](https://www.rrc.ca/tltc/using-webex/) or [Teams](https://www.rrc.ca/tltc/support/microsoft-teams/)) are recorded and posted in LEARN |  |
| Expectations of students during live sessions are clearly communicated |  |
| Office hours are posted in LEARN News and the Course Information module. |  |
|  |  |
| **Lesson Modules - Required** |  |
| All content is up to date. |  |
| Links to external resources are checked to make sure they still work. |  |
| Document attachments are posted in formats (Word, PDF, etc.) that can be read by all course users. |  |
| Content release conditions by date are updated for this term. |  |
| Content uses the [HTML templates](https://www.rrc.ca/tltc/learn/learn-support-for-instructors/course-development/using-learn-templates/) when possible. |  |
| Content complies with copyright, licensing, and/or attribution requirements. |  |
| Lesson modules are organized into “Reading and Viewing Materials” and “Learning Activities and Assignments” sub-modules. |  |
|  |  |
| **Lesson Modules - Recommended** |  |
| Each lesson contains a distinct introduction including a topic list |  |
| Each lesson states its learning outcomes. |  |
| Each lesson includes a “How to Proceed” checklist |  |
| Each lesson directs students to relevant assignments where applicable. |  |
| Assignments and quizzes are linked in the course content using the Quicklink tool. |  |
|  |  |
| **Assignments/Assessments (Dropbox)** |  |
| All assessments are aligned with the course/lesson/module learning outcomes. |  |
| Assignments are built using [the Dropbox tool](https://www.rrc.ca/tltc/learn/learn-support-for-instructors/the-dropbox/). |  |
| Assessments/Assignments include a description including:   * Assignment description and instructions * Reference to assessed course learning outcome(s) * Estimated completion times * End and due dates * Format and submission guidelines * Grading information (e.g. marks and/or weights) |  |
| Assignments include a rubric so students know how they will be graded |  |
| Due dates and availability times are entered into the Dropbox tool for each assessment |  |
| Assessments are linked to grade items in the gradebook. |  |
| Assessments are linked in the content tool in the appropriate module or lesson. |  |
|  |  |
| **Quizzes/Exams** |  |
| Quizzes are listed in a logical sequence in the Quizzes tool, matching the order used in the course schedule. |  |
| Includes the following information for completing and submitting a quiz, test, or exam:   * Brief overview of the quiz * Description of the topics that will be covered in the quiz * Reference to assessed course learning outcome(s) * Completion times and due dates * Grading information (e.g. marks and/or weights) |  |
| Quizzes have an appropriate [start/end/due date](https://www.rrc.ca/tltc/learn/learn-support-for-instructors/quizzes/quiz-date-restrictions/). |  |
| Quizzes have been reviewed and security issues are considered when necessary. This includes passwords, timed exams, random question exams, random order of questions, student view of results settings, etc. See the [Quizzes documentation](https://www.rrc.ca/tltc/learn/learn-support-for-instructors/quizzes/) for more information. |  |
|  |  |
| **Gradebook** |  |
| Run the gradebook setup wizard to review settings. |  |
| Grade items are weighted correctly and match what is in the course outline. |  |
| Grade items are sorted into categories. |  |
| All categories’ weights sum to 100%. |  |
| Grade items are linked with the tools that grade them in LEARN (Quizzes, Dropbox, Discussions etc.). |  |
| There are no notes (error messages) at the top of the gradebook. |  |
|  |  |
| **Discussions** |  |
| Expectations for frequency and timing of participation are stated and described. |  |
| Rules and procedures for discussion postings and chats are established and communicated. |  |
| A forum is created for students to introduce themselves. |  |
| Discussion rubrics are provided where appropriate. |  |