Course Delivery Checklist

Structure and Navigation

YES	NO	
		I have a published Canvas course for each of my courses with a current syllabus and course schedule posted.
		I have put Welcome, Contact and Getting Started information directing students to the course learning modules on the course home page.
		I have shared a complete Syllabus including all required syllabus elements and course-level objectives and their alignment with the appropriate school or program objectives.
		I have posted a complete Course Schedule.
		I have disabled unused course menu items.

Materials

YES	NO	
		I have created a preparation and information module (often called Module Zero; see the first two modules of the UWT Template for example) with information about the course, course requirements including technology requirements, learning objectives, academic integrity, disabilities resources, and student services.
		I have implemented some methods for helping students get to know one another (and myself).
		I have created modules for course content including unit-level learning objectives, readings & resources, activities, assessments, and discussion boards as needed.
		I know how to record audio or video course materials using Zoom and/or Panopto and how to share these with my students.
		I have prepared low-stakes activities for my students to make sure they can access, listen to, and/or watch my lectures online and use technologies that may be required.

Assessment

YES	NO	
		I have set up online assignment submissions for my class in Canvas.
		I have created online surveys, quizzes and exams, as appropriate, in Canvas.
		I have considered, and implemented where appropriate, alternative forms of assessment.
		I know how to grade and provide feedback on work submitted online in Canvas.
		I know how to use the Canvas grade book to track student grades.

Communication and Presence

YES	NO	
		I have clearly stated the communication channels for reaching me and established expectations for response times.
		I know how to hold synchronous online office hours or class sessions with students.
		I know how to facilitate discussion with groups of students remotely.
		Students have a way to contact each other and collaborate online, and I have provided guidance on how to do so.
		I have a SECURE copy of my students names, email addresses and alternative contact information.
		I have encouraged my student to sign up for UW Alerts and have reviewed ways that they can get campus/ departmental/course updates.

Accessibility

YES	NO	
		I have run, and addressed the items in, my Course Accessibility Report.