# JSU Short-Form Course Readiness Checklist

Please contact [Online@JSU](http://www.jsu.edu/online/index.html) for assistance. Please review [faculty tutorials](https://jsu.instructure.com/courses/14069) for further assistance in setting up your course.

**Instructor:** Click or tap here to enter text. **Date Reviewed:** Click or tap here to enter text.

**Course ID: \_**Click or tap here to enter text. **Course Name:** Click or tap here to enter text.

**Instructor Signature:** \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Item** | **Descriptions** | **Yes** | **No** | **NA** |
| Course Copy | [Complete the course copy](https://jsu.instructure.com/courses/2989/pages/copy-a-canvas-course-updated-may-2024) on your own, or [request a course copy](https://www.jsu.edu/online/faculty/faculty-forms.html#copy). |  |  |  |
| [Homepage](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-set-a-Front-Page-in-a-course/ta-p/797) | Homepage is set up and includes all required elements. |  |  |  |
| Start Here Module | Start Here or Syllabus Module or Orientation Module is included on the Modules page and included all necessary components:   * Syllabus * Course Schedule/Calendar * Welcome Message to Students |  |  |  |
| [Announcements](https://community.canvaslms.com/t5/Instructor-Guide/tkb-p/Instructor#Announcements) | Welcome announcement is included. |  |  |  |
| [Modules Page](https://community.canvaslms.com/t5/Instructor-Guide/tkb-p/Instructor#Modules) | Content needed for in-class lessons and activities is organized in a well-thought-out, consistent pattern in learning units (or modules) on the Modules Page. |  |  |  |
| [Pages](https://community.canvaslms.com/t5/Instructor-Guide/tkb-p/Instructor#Pages) | Content is organized on Canvas Pages within Canvas Modules, rather than uploaded as files |  |  |  |
| [Accessibility](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Accessibility-Checker-in-the-Rich-Content/ta-p/820) | All content on Canvas Pages has been checked with the Canvas Accessibility Checker. |  |  |  |
| [Assignments](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-an-online-assignment/ta-p/950) | Assignment submission “drop boxes” are created and set as the proper submission type. |  |  |  |
| [Quizzes](https://community.canvaslms.com/t5/Instructor-Guide/tkb-p/Instructor#Quizzes), [New Quizzes](https://community.canvaslms.com/t5/Instructor-Guide/tkb-p/Instructor#NewQuizzes), & [Honorlock](https://jsu.instructure.com/courses/2989/pages/honorlock) | Canvas Quizzes (quizzes/tests/exams) are deployed on the Modules Page. If you are using Honorlock to proctor any online quizzes, it is enabled and connected to the quizzes. **(Honorlock must be added to quizzes manually again after a course copy is completed. The Honorlock connection to quizzes does not persist after the course copy – it must be manually added back to each quiz.)** |  |  |  |
| [Apps & Integrations](https://jsu.instructure.com/courses/2989/pages/integration-and-apps?module_item_id=115930) | If you are using any apps or integrations (such as McGraw-Hill Connect, Cengage, etc), make sure they are synced to the course and working properly before the course opens. |  |  |  |
| Module Check | Delete duplicate modules on the Modules page after the course copy is completed. |  |  |  |
| [Gradebook](https://community.canvaslms.com/t5/Instructor-Guide/tkb-p/Instructor#Grades) | Gradebook/Assignments Page matches your grade allocation on the Syllabus and Start Here page. If you are using weighted grading, make sure the groups are weighted properly on the Assignments Page. |  |  |  |
| Link Check | Perform a final link check in your course by clicking on ‘Student View’ on the homepage. As a student, go through your modules and click on ALL links to make sure students can access and download content. |  |  |  |
| [Publish Course](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-publish-a-course/ta-p/1185) | Publish your course prior to course begin date so that students will be able to access the course when the semester starts. |  |  |  |
| [Online@JSU](http://jsu.edu/online/index.html.) | Email [online@jsu.edu](mailto:online@jsu.edu) if you need any assistance in building or maintaining your courses, brainstorming assignment and assessment ideas, or troubleshooting problems that you are experiencing. We are here to help, and we are happy to do so! Our website is <http://jsu.edu/online/index.html>. | | | |