

What Has to Be Ready?

Before publishing a live course for the new term, make sure the fundamental design of the course is in place.

Creating and publishing all course items is important so they populate in the calendar and syllabus, letting students see they are part of the course from day one.

This includes the syllabus, course info, modules, videos and other resources, assignments and quizzes, labs, exams, and gradebook.

New Template Design

- The Learning Design and Assessment (LDA) team will begin migrating courses to the new Canvas template design by Summer 2025. We will be coordinating this effort with each IOR.
- All Fall courses will be restructured in time for the Fall 2025 term using the new Canvas template design.
- Much of the course information such as faculty information, grading scales, policies, topic sequence, etc. will be initially prepopulated in appropriate areas of the Course Orientation module by the LDA team.



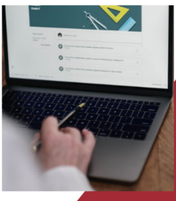


Syllabus & Course Information

- An approved PDF version of the course syllabus should be uploaded to the Syllabus section in Canvas.
- This section auto-populates with a chronological list of events added to the course calendar, including assignments and quizzes with their due dates once they are published.
- Each term, any changes to course information will need to be updated in both the syllabus and the appropriate areas of the Course Orientation module.
- Instructors will need to update the Course Schedule page in the Course Orientation module each term.

Modules

- The course should be organized into modules, preferably corresponding to weeks.
- Each module should include a short description of what will be covered, as well as any key activities, assignments, assessments, or other information.
- The new Template Design provided by NECO includes placeholders you can copy and use for assignments, quizzes, and other course content.
- Modules you expect to use in the course should be published (even if the content is not complete). You can configure prereq's or lockout dates to control student access/pacing until specific dates.





Videos & Other Resources

- All course materials such as readings, videos or other resources should be posted or embedded at the time of course launch.
- If specific content is not ready at the time of launch, a placeholder should be used. This can simply be text noting where content will be located, or sample/stock media files.
- Any NECO-owned videos used in the course should be hosted in Panopto and embedded in a page or other text field (not hyperlinks added directly to modules).

Assignments & Quizzes

- Must be added to the modules and published, even if the content isn't finished (students can't access the contents until the "available from" date).
- Should be clearly named, with points and other settings configured appropriately.
- Should be organized into Assignment Groups with weights for populating the gradebook.
- Due dates, "Available from" dates, and "Available until" dates should be set, if applicable.





Labs

- Basic information about labs, including meeting times and room locations should be populated in the Course Orientation module.
- If there is a graded element to the labs, an associated assignment or quiz should be created and linked to the gradebook.
- Handouts and other necessary materials related to the labs should be published in the appropriate area of Canvas, ideally by the start of the term.

Exams

Basic information about exams should be posted in the relevant modules in Canvas prior to launch:

- Points/weights (i.e., percentage of final grade)
- Time limit
- Topics Covered
- Academic Integrity reminder
- Link to ADA accommodations

All exam entries should be included in the gradebook, with point values and weights.



**Exact dates and location of the exams can be updated later if necessary.*



Gradebook

- All planned graded and ungraded assignments and quizzes should appear in the gradebook in weighted categories (if relevant) when the course launches.
- Each item, as well as the weighted categories themselves, should appear in sequential order.
- The syllabus and gradebook settings for late-submitted assignments should be in alignment, and should stay within the capabilities of Canvas's gradebook options.
- The LDA team is available to work with faculty on flexible options in the gradebook as needed.

Course Ready

By having all these components prepared before publishing your course, you and your students will be set up for success in the new term.

Remember: Courses must be published *no later than the first day of the term*, though 1 week prior is highly recommended.



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