

TLTC LEARN Course Start Checklist

Is my course ready to go?

Criteria	Reviewed
Course Information – Best Practices	
1. Links to external resources are verified	
2. The course outline is posted and is up to date	
3. Special technology or software requirements are specified	
4. A course schedule is posted and is up to date	
a. Dates for assessments that take place in LEARN (quizzes, dropbox, discussions, etc.) are available	
b. The relevant tools' due dates are set up for opening and closing	
Course Information – Recommended	
5. A welcome message is posted in the news with:	
a. Brief, general communication instructions, including instructor response time to email	
b. A clear statement of the instructor's expectations about the course and conduct	
c. Brief instructions on how to start the course	
6. An instructor bio is posted	
7. Students are informed that their use of LEARN is tracked (user progress)	
8. Forums are set up in the discussion tool	
9. Students are asked to post in the welcome forum with a short bio and introduction	
Course Structure – Best Practices	
10. The content is broken up into coherent modules / lessons.	
11. Modules / lessons are named to reflect the nature of the content.	
12. The modules / lessons / sections are ordered logically.	
13. The content in each module / lesson matches the schedule provided.	

Criteria	Reviewed
Lessons – Best Practices	
14. All content is up to date.	
15. Links to external resources are checked to make sure they still work.	
16. Attachments are posted in formats (Word, PDF, etc.) that can be read by all course users.	
17. Lesson files are reasonably sized to keep download times to a minimum	
18. Content release conditions by date are updated for this term	
19. Content uses mobile friendly technology. No Flash is used.	
20. Content complies with copyright, licensing, and/or attribution requirements.	
Lessons – Recommended	
21. Each lesson contains a distinct introduction	
22. Each lesson states its learning outcomes.	
23. Each lesson has a main body containing the core content and/or references to text readings and other resources where applicable.	
24. Each lesson contains a learning activity.	
25. Each lesson contains a summary.	
26. Self-checks / self-assessments are integrated at appropriate locations in the course.	
27. All lesson messages/documents are labeled / named to reflect the nature of the content.	
28. Each lesson directs students to relevant assignments where applicable.	
29. A variety of learning activities is used throughout the course.	
30. All course materials exhibit correct grammar, spelling and punctuation.	
31. Assignments and quizzes are linked in the course content using the Quicklink tool.	
Assessments – Best Practices	
32. All assessments are aligned with course / lesson / module learning outcomes	
Assessments – Recommended	
33. Due dates and availability times are entered into the tool for each assessment and are also entered into the course calendar.	
34. All assessments are linked to grade items in the gradebook	
35. All assessments are linked in the content tool in the appropriate module or lesson.	

Criteria	Reviewed
Assignments – Best Practices	
36. Assignments are listed in a logical sequence in the Dropbox tool, matching the order used in the course schedule	
37. Instructions for how the instructor expects the assignment to be submitted are provided.	
Assignments - Recommended	
38. A rubric on how the assignment will be evaluated is provided.	
39. The feedback tool is used to give detailed feedback to students	
Quizzes / Exams – Best Practices	
40. Quizzes are listed in a logical sequence in the Quizzes tool, matching the order used in the course schedule	
41. Secure Assessment document and checklist have been reviewed and security issues are considered when necessary (passwords, proctored exams, timed exams, random question exams, random order of questions, student view of results settings, etc.)	
Quizzes / Exams - Recommended	
42. Self-assessment quizzes use randomized question banks.	
43. Appropriate math questions use randomized variables	
Gradebook – Best Practices blogs.rrc.ca/tilt/support/gradebook/	
44. Run the gradebook setup wizard to review settings	
45. Grade items are weighted correctly	
Gradebook - Recommended	
46. All grade items are sorted into categories	
47. The categories' weights sum to 100%	
48. Grade items are linked (associated) with the tools that grade them in LEARN	
49. There are no notes (error messages) at the top of the gradebook	
Discussion Forums & Interactivity – Best Practices	
50. Expectations for frequency and timing of participation are stated and described	
51. Instructor provides regular updates to students on course changes.	
52. Rules and procedures for discussion postings and chats are established and communicated.	

Criteria	Reviewed
<i>Discussion Forums & Interactivity – Recommended</i>	
53. Where appropriate discussion rubrics are provided.	
54. Discussions are either instructor led, or student-led and instructor-monitored.	
55. A social area is available on the discussion forums that is not for marks	
56. Faculty and student interactive opportunities are frequent and easy to initiate.	
57. Private opportunities to interact between faculty and students are available.	
Text Presentation – Best Practices	
58. There is sufficient contrast between the text and its background.	
59. Font styles, font size, and colour of text is suitable for web viewing.	
60. The text format is consistent through the course.	
61. Text is not monolithic – judicious use of whitespace is practiced.	
Graphics – Best Practices	
62. Graphics comply with copyright, licensing, and/or attribution requirements.	
<i>Graphics - Recommended</i>	
63. Graphics used support comprehension of the relevant content.	
64. Clickable / zoomable images are clearly identified.	
Animations – Best Practices	
65. Animations are in web and mobile friendly formats. Flash is not acceptable for mobile use. HTML5 is preferred.	
66. Animations comply with copyright, licensing, and/or attribution requirements.	
<i>Animations – Recommended</i>	
67. Narrated animations are under user control – they can pause and proceed as necessary.	
68. Length of animations is kept to a minimum to keep student attention.	
Audio and Video – Best Practices	
69. Audio and video supports comprehension of the relevant content.	
70. Audio and video files are embedded in players (contact LEARN Support learn@rrc.ca for help).	
71. Large video and audio files are streamed from a streaming media service (Sharestream) (Contact LEARN Support learn@rrc.ca for help).	

Criteria	Reviewed
72. Audio and video files are reasonably sized to keep download times to a minimum.	
73. Audio and Video comply with copyright, licensing, and/or attribution requirements.	
<i>Audio and Video – Recommended</i>	
74. Audio and video files do not auto play – they are under user control.	
Copyright	
75. Content incorporated into lessons has been cleared for copyright as per the College's Copyright Compliance policy.	

For more information about LEARN visit the TLTC's blog and support site at <http://blogs.rrc.ca/tlrc>. For LEARN Support contact learn@rrc.ca