# **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](https://canvas.uw.edu/courses/1418620/pages/your-welcome-page) information directing students to the course learning modules on the course home page. |
|  |  | I have shared a complete [Syllabus](https://canvas.uw.edu/courses/1418620/pages/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](https://canvas.uw.edu/courses/1392737/modules) 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](https://canvas.uw.edu/courses/1418620/pages/helping-students-get-to-know-each-other) (and myself). |
|  |  | I have created [modules](https://canvas.uw.edu/courses/1418620/pages/developing-modules-2) for course content including unit-level [learning objectives](https://canvas.uw.edu/courses/1418620/pages/quality-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](https://canvas.uw.edu/courses/1418620/pages/deliverables-assignments-activities-and-alignment) for my class in Canvas. |
|  |  | I have created [online surveys, quizzes and exams](https://canvas.uw.edu/courses/1418620/pages/canvas-quizzes-and-standardized-exams), as appropriate, in Canvas. |
|  |  | I have considered, and implemented where appropriate, [alternative forms of assessment](https://canvas.uw.edu/courses/1418620/pages/authentic-slash-alternative-assessment). |
|  |  | I know how to [grade and provide feedback](https://canvas.uw.edu/courses/1418620/pages/feedback-and-grading) on work submitted online in Canvas. |
|  |  | I know how to use the [Canvas grade book](https://canvas.uw.edu/courses/1418620/pages/the-gradebook) 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](https://canvas.uw.edu/courses/1418620/pages/better-discussions) with groups of students remotely. |
|  |  | Students have a way to [contact each other and collaborate online](https://canvas.uw.edu/courses/1418620/pages/facilitating-peer-connections), 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](https://www.washington.edu/safety/alert/) 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](https://canvas.uw.edu/courses/1418620/pages/using-ally). |