**Before sending a course to Technical Review please check the following**

Checking off every item in the list below will help ensure that your students have fewer problems navigating your course, are not be confused about assignment dates and have a better overall experience.

|  |  |
| --- | --- |
|  | 1. You have looked through the course and are generally satisfied with the **quality**
 |
|  | 1. A course **Activity schedule** is present and coherent (Align with Upcoming Events block – if you are using it)
 |
|  | 1. The **Course Outline** is complete and adheres to format and standards of the program
 |
|  | 1. The Unit/Folder **structure** makes sense and is consistent with that of other courses in the program
 |
|  | 1. **Learning Outcomes** identified with assignments/activities are consistent with those listed in the approved course outline *(Ensure consistency between Course Outline, Assessment Matrix & Activity Schedule)*
 |
|  | 1. **Readings and resources** (required and optional) are in a single place and the Copyright Office has approved them
 |
|  | 1. There are no reading PDF or Word format actually uploaded to the course *(Readings must be links, only, unless otherwise approved by Copyright.)*
 |
|  | 1. Any materials in the course that were included in previous offerings (i.e Slidedecks, pdf & Word docs) are updated for the upcoming course – dates, names, contact info.
 |
|  | 1. You have done due diligence to ensure that your course (PowerPoints, video clips, images, etc.) **adheres to current copyright law**. <http://libguides.royalroads.ca/copyright>
 |
|  | 1. Assignment **instructions are clear**, complete and detailed in a single place *(Students get confused and worry if they find similar information in multiple places. They ask, “Is this info the same? Does this page contain something different or in addition to what is listed elsewhere?”)*
 |
|  | 1. **Assignment names** are the same in the schedule, the course outline and the dropboxes? *(Don’t call something Assignment #1 – Research Project in one place and Assignment One- Final Paper in another.)*
 |
|  | 1. **Dates** in the Assignment dropboxes are consistent with those in the schedule? *(Don’t put dates and times in other places; it makes it harder to keep everything consistent in this offering and harder to update for the next offering.)*
 |
|  | 1. Activity settings, Gradebook and Assignment dropboxes appear to be correct. (Gradebook weightings add up to 100)
 |
|  | 1. The links all work.
 |
|  | 1. Instructor contact information and profile are current.
 |