### Before sending a course to Technical Review, please check these items

(For helpful resources, see more online at [Course checklist](https://www.royalroads.ca/about/centre-teaching-educational-technologies/design-develop-course/service-levels/course) )

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| Check | Items |
| 1. Overall Quality and Structure | |
|  | You have looked through the course and are satisfied with it. |
|  | Instructor **contact information and profile** are current and have the correct link. |
|  | Course adheres to **accessibility guidelines**. |
|  | **Course layout and contents** adhere to format and standards of the program. |
|  | The Unit/Folder structure makes sense and is consistent with that of other courses in the program. |
|  | Links all work and are descriptive of the destination page (no "click here").   * External Links open in a new window * Internal Links (links to pages within the course and links to files) open in the same window |
| 2. Naming Conventions and Dates | |
|  | **Assignment names** are the same in the schedule, assignment description, assessment matrix and Moodle assignments. |
|  | Activities & Assignment titles should indicate whether **individual**, **team** or **class** in parentheses at the end of the title. |
|  | A course **Activity Schedule** is present, and updated for this offering. |
|  | **Due Dates in Moodle assignments are consistent with those in the schedule. When possible, use the default due time of 11:55pm (use 23:55 in the Moodle assignment settings drop-down menu).** |
| 3. Assignments, Activities, Learning Outcomes and Teams | |
|  | **Assignment instructions are clear,** complete and detailed in a single place. |
|  | **Settings** for Activities, Gradebook and Moodle Assignments are correct and gradebook weights add up to 100%. |
|  | **Learning Outcomes** identified with assignments/activities are consistent with those listed in the approved course outline. |
|  | Any **files** in the course that were included in previous offerings (e.g. PowerPoints, PDFs, Word docs) are updated for the upcoming course (dates, titles, contact info). |
|  | **Teams** must be set up in Moodle before students submit their work or post. |
| 4. Readings and Copyright | |
|  | **Readings and resources, required and optional, are in a single place so that Copyright Office can approve them at 6 weeks before course starts. Readings are complete, correct, and in proper academic citation format for your discipline and are links only, without any PDF or Word documents, unless** [approved by Copyright](https://libguides.royalroads.ca/courseclearances)**.** |
|  | You have done due diligence to ensure that your course (PowerPoints, video clips, images, etc.) adheres to [current copyright law](https://libguides.royalroads.ca/copyrightbasics). Contact Copyright Office for assistance. |

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| **Next Steps** | |
| **SL1**: When you have completed your updates, send a message to the Learning Technologist **and** to @RRU-CTET-SA.  **SL2/3**: When you have completed your updates, send a message to your **Instructional Designer**. | |
| CTET will then do a [**technical review**](https://www.royalroads.ca/about/centre-teaching-educational-technologies/design-develop-course/learning-design-process-3) and you will receive a message once it is done. Results can be found in the **Tasks Timeline** in your course (this is a hidden document - students can't see it) When any outstanding items have been resolved, the course will then be considered 'ready' and will be scheduled to open on the course start date. | |