

COURSE SETTINGS

- Confirm Title of Course and Course Short name**
Make sure they reflect the correct instructor, term, and mode of delivery (F2F, OL, etc.).
(ie. COTR100_OL_Fall2024_AZ)
- Confirm Course Start and End date**
The default start date is the Monday of the first week of classes – the default is Sep 2nd. You can move the start date back to create new sections for course admin content. 1 week = 1 section.
- Confirm Course Description and Image**
This displays for students on their dashboard and should be up to date.
- Confirm Course Format structure is ‘Collapsed Topics’**
Collapsed Topics – or Sections – can be either a Topic or Week structure – the default is Week. The Week structure auto-populates the Section Title with dates. Topic lists “Topic #” as the Section Title.
- Confirm Hide/Show Sections setting**
The default is “shown as not available”, meaning students see them partially. To hide sections completely, select “Hidden sections are completely invisible”.

WELCOME SETUP

The “welcome” area at the top of your course page provides students with the most pertinent course information. We recommend using section drop-downs to organize this content per UDL guidance.

- CHANGE Course Outline link NEW!**
Ensure the Course Outline link is opening the **NEW LOCATION** at <https://cotr.bc.ca/courses>
(<https://outlines.cotr.bc.ca/pdf/courses/course-outline-COTR-100-Fall-2024.pdf>)
- Confirm Instructor Information**
Particularly where instructors are changing, but also to ensure your contact information and preferred contact hours/methods are clear and up-to-date. *This may be presented in several locations
- Confirm Course Syllabus & Important Information**
Update any separate Course information documents or text-areas, including class-times and locations, assignment lists, and where to find help for completing courses, etc.

Server Renewal Process – Please Confirm all Course Links

The server renewal changed the URL for **ALL course, course content, and user info links**. Please review links and bookmarks to COTROnline pages and update the URLs accordingly.

UDL TEMPLATE AND ACCESSIBILITY

Deadline to request UDL updates for Fall 2024 courses: **August 15th 2024**

- Update Course Banner:** Confirm banner replacement image.
- Update Instructor and Course Info Blocks:** Add photo and confirm instructor contact and course information details. Link to more detailed instructor info and course info guides in course content.
- Run Accessibility Review:** Run analysis to check for accessibility errors.
- Confirm Latest Announcements:** Block should consistently appear in top left corner of the page.
- Delete UDL Guidance:** Bookmark UDL instructions in the Faculty Help Manual and remove all the instructional components from the course homepage.

GRADEBOOK

- Confirm Gradebook categories:** Must match the assessment breakdown in your approved course outline, both in terms of naming and assigning weights.
- Confirm Items are in a category:** ALL assessment grade items **must** be located directly underneath the relevant category and weighted appropriately. **Important:** Grade items outside a category will cause the gradebook to calculate an error.
- Confirm max grade:** reflects the total score of points you grade each item out of. It should align with your syllabus expectations. This number is set within the assignment/quiz/forum itself and not in the Gradebook.
- Setup > Course grade settings:** Confirm display for the student view of the gradebook. Default columns are Real(Percentage), Feedback, and Contribution to Course Total

OTHER SETTINGS

Groups and Groupings

- Users > Groups:** Confirm groups are sorted correctly. **DO NOT remove/change ILP groups!** [ie. ABCD-101-OL02 (CS123456) (23)] To combine ILP groups, use the Groupings function.
- Course Settings > Groups:** Confirm global “Group mode” is set to “No groups” unless you are using group functions on ALL course materials and assessments. Otherwise, use a case-by-case basis.

Completion Tracking

- Settings > Completion tracking:** Set on a case-by-case basis when enabled for the course.
- To **hide** the completion flags from the main course page view, switch “Show activity completion conditions” to “No”. (They will still show within assignments and on Student progress pages).

All relevant instructions and help-guides are available in the newly updated [COTROnline Faculty Help Manual](#).
For a detailed walkthrough of this checklist, look for “[Updating Your Newly Restored Course](#).”