REMOTE DELIVERY

course setup checklist

Importing the Remote Delivery Course Template

If desired, import the Miami Regionals' Remote Delivery Course Template from Canvas Commons into your course. This template already has several modules, a Home Page, and learning activity/assessment templates set up for you and is designed to make your course setup process easier, however, it is not required.

IF USING THE REMOTE DELIVERY TEMPLATE...

MODULES & SYLLABUS

☐ Determine how you'll be organizing your course modules (i.e. by day/class session, by course unit, by chapter, etc. and **add/delete modules from your course as needed.**

☐ If desired, **schedule an Announcement** letting students know their course is structured using Modules and how they can navigate course content.

☐ **Edit each section of the Syllabus page** in the template to reflect your own course information.

PLANNING YOUR COURSE CONTENT

☐ Look at your face-to-face course content and **think about how different activities will translate into the online environment**. If you need some inspiration, take a look at what your colleagues are doing.

☐ **Link in lecture materials** for each Module in the "Module X Lecture Material" Pages.

☐ **Edit (or delete) the Canvas Discussion, Assignments, and Quiz in each Module** according to your needs. Make sure all graded activities have due dates assigned to them.

IF BUILDING YOUR COURSE FROM SCRATCH...

MODULES & SYLLABUS

☐ Determine how you'll be organizing your course modules (i.e. by day/class session, by course unit, by chapter, etc. and **create the appropriate number of modules for your course.**

☐ If desired, **schedule an Announcement** letting students know their course is structured using Modules and how they can navigate course content.

☐ **Create a Syllabus page**, using text, images and/or multimedia, and links to provide important resources to your students.

PLANNING YOUR COURSE CONTENT

☐ Determine how you'll be organizing your course modules (i.e. by day/class session, by course unit, by chapter, etc. and **create the appropriate number of modules for your course.**

☐ **Add a Page to each Module** where you can post or link to any lecture materials for that Module.

☐ **Add Canvas Assignments, Discussions, or Quizzes** for all of the learning activities and assessments in your course in the appropriate Module for that activity.

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IF USING THE REMOTE DELIVERY TEMPLATE...

CANVAS GRADEBOOK

- [ ] If you will be using weighted grades based on assignment type (Discussions, Assignments, Quizzes), simply **add the weight to the already created Assignment Groups** in your Canvas course.

  If you'll be weighting grades based on different categories, **create new Assignment Groups**, drag your learning activities into them, and add the weights to your new Groups.

- [ ] Determine whether you want grades to be posted immediately upon input, or if you'd like to hide grades until you're finished grading all submissions and **adjust Canvas settings accordingly.**

FINAL STEPS

- [ ] Adjust your course settings so that **Announcements show up on your course Home Page**, if desired.

- [ ] **Schedule planned Announcements** (i.e. due date reminders) ahead of time.

- [ ] **Set your Modules page as the course Home Page**, if desired.

- [ ] Adjust the options that appear in your course's **left-hand navigation menu**.

- [ ] **Publish** your course, all the Modules, and all of the content in the Modules.

IF BUILDING YOUR COURSE FROM SCRATCH...

CANVAS GRADEBOOK

- [ ] If you will be using weighted grades in your course, **create new Assignment Groups for each weight category**. Drag your Canvas learning activities into each one, and add the appropriate weights to your Groups.

- [ ] Determine whether you want grades to be posted immediately upon input, or if you'd like to hide grades until you're finished grading all submissions and **adjust Canvas settings accordingly.**

FINAL STEPS

- [ ] **Create a new Page for your course that will serve as the Home Page.** Use the Rich Text Editor to add links to the most important course content, and any other important information you want students to see immediately upon logging in to the course. Alternatively, **set your Modules page as the course Home Page** if desired.

- [ ] Adjust your course settings so that **Announcements show up on your course Home Page**, if desired.

- [ ] **Schedule planned Announcements** (i.e. due date reminders) ahead of time.

- [ ] Adjust the options that appear in your course's **left-hand navigation menu**.

- [ ] **Publish** your course, all the Modules, and all of the content in the Modules.

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