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

(For helpful resources, see more online at <http://ctet.royalroads.ca/sl1-checklist> )

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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
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| 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.** |
|[ ]  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). Contact Copyright Office for assistance. |

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| **Next Steps** |
| When you have completed your updates, send a message to the Learning Technologist **and** to @RRU-CTET-SA.  |
| CTET will then do a [**technical review**](http://ctet.royalroads.ca/technical-review) 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 (by 4 weeks before course starts), the course will then be considered 'ready' and will be scheduled to open on the course start date. |