

PL Catalog Canvas Course Checklist



1. Use the following checklist to build a Self-Paced Course.
2. Submit for a [Course Review](#) when you finish creating your course. We will review the course based on this checklist ([Blank Course Review Form](#)).

Section 1: Main Components

	Homepage (includes the following):
	<ul style="list-style-type: none"> ● Facilitator Contact Information
	<ul style="list-style-type: none"> ● Course Directions
	<ul style="list-style-type: none"> ● RCSS Template <i>View directions here to import an RCSS template.</i>
	<ul style="list-style-type: none"> ● Identification of amount of in-service points the course is worth, if applicable
	<ul style="list-style-type: none"> ● Directions for how to submit in-service points, if applicable
	<p>Course Navigation <i>Suggestion: Build out of modules and hide everything else to control direction of course</i></p>
	Content
	<ul style="list-style-type: none"> ● Learning Goals Included
	<ul style="list-style-type: none"> ● Performance Scale Included
	<ul style="list-style-type: none"> ● Clear Progression of Content (use of modules)
	<ul style="list-style-type: none"> ● Content is Chunked in a Digestible Bite
	<ul style="list-style-type: none"> ● Consistent Formatting and Easy to Read
	<ul style="list-style-type: none"> ● Frequent Activities
	<ul style="list-style-type: none"> ● Competency demonstration such as an assessment or uploading of an artifact
	<ul style="list-style-type: none"> ● All Items are Published
	<ul style="list-style-type: none"> ○ Course
	<ul style="list-style-type: none"> ○ Modules
	<ul style="list-style-type: none"> ○ Activities in Modules
	<ul style="list-style-type: none"> ○ Other -
	<ul style="list-style-type: none"> ● Working Links <i>Go to Student View and click through the course as you intend for students to complete it to see if it works.</i>

PL Catalog Canvas Course Checklist



Section 2 | Requirements for Self-Paced Courses / Certificates

	<p>Requirements Set Correctly <i>At least 1 requirement is needed for Certificates to be issued; Please review this page for other helpful information about requirements in self-paced courses)</i></p>
	<p>Prerequisites Set <i>Allows instructors to control the order participants complete the course.</i></p>
	<p>Requirement Directions <i>Include on the homepage or in another location easily accessible to participants; include directions of how to meet course requirements -especially mark as done.</i></p>
	<p>Quizzes Requirements <i>If quizzes are set to the requirement "Score at Least..." they must be set to "Unlimited Attempts" in order to ensure participants do not get stuck on the requirement if they do not get the specified score. This should be done ONLY for auto-graded quizzes.</i></p> <p><i>If quizzes have a question that is not auto-graded (Essay, File Upload), the requirement should be "Submitted" to ensure they can move on once submitted. Otherwise, they will need to wait for the instructor to grade that question to move on.</i></p>
	<p>Assignment Requirements <i>In a self-paced course, consider setting assignments to "Submit" and not "Score At Least." If set to "Score At Least" participants will have to wait for the assignment to be graded to proceed forward.</i></p>
	<p>Directions to View Certificate Included <i>Click here for directions on how to view your Canvas Catalog Course certificate(s) note: some courses do not offer a certificate..</i></p>