COMM 214 DL Course Development Checklists

Instructions:
- Use this checklist as a guide for creating your course from the COMM 214 DL shared shell developed by faculty from the COMM SAC.
- Completing all of these tasks should result in your course being ready to go "live" with students. These tasks do not necessarily need to be completed in order.
- If you have any questions about the course or tasks listed below, please contact your Faculty Department Chair or the designated Course Lead.

Tasks to edit and ready the course for teaching (to be completed by instructor)	Completed
Getting Started	
Review the document Instructor Steps to Modify Course. Manage files → Instructor Resources → Instructor Steps to Modify Course	
Review the Course Content and Outcomes Guide (CCOGs) determined by the SAC. Your course design must support the four course level objectives. Manage files → Instructor Resources → Instructor Steps to Modify Course → CCOGs, Textbooks, Citation Notes, and Copyright Licenses	
Browse the additional resources and course files located under Manage Files.	
Course Information Module	
Edit the course calendar to reflect the due dates you have designated.	
Remove the sample syllabus and create your own to upload.	
Revise the "Introduce Yourself" discussion forum to reflect your own requirements.	
Modify the Instructor Information page.	
Learning Outcomes	
Edit/modify the module level learning outcomes found in the module introduction pages to suit your selected content for the module. Learning outcomes are posted within each module's introduction page.	
Lectures	
Consult the outline of possible topics within each lecture page.	
Write each module's lecture based on the module level outcomes and textbook selected.	
Select images and multimedia resources to include in each lecture. (See a list of example resources under Manage Files → Modules → (select a specific content module) → Sample Resources).	
Include citations for all material (images and videos included) at the end of the lecture.	

Assignment Selection	
Select at least three assignments with an oral communication/face-to-face communication component. If you do not choose three of the following, you must create assignments with a face-to-face, oral communication component.	

Module	Assignment Name
Intro to Communication	• Conversation Reflection (Dropbox)
Perception	• Perception Checking in Conversation (Dropbox) • Prejudice, Discrimination, and Public Shaming (Dropbox)
Listening	• Empathic Listening (Dropbox)
Culture and Communication	• Dimensions of Culture (Dropbox)
Term Project	**Oral Component**
Communication Skills Project	• Part 2: Interview Paper • Part 3: Skills Presentation
Oral History Project	• Service Learning Component (face-to-face interviews)

Select or create additional assignments for each module. One discussion and one dropbox assignment per module are recommended.	
Test Bank	
Upload the test bank for your textbook provided by the publisher.	
Edit or remove test bank questions currently in the course to match your course content.	
Quizzes	
Determine if you will use weekly self-check quizzes. Students have two attempts at the quiz. As currently designed, it is meant for a self-check on learning pre and post module completion.	
Edit or remove the module pre and post self-check quiz. Editing includes: reviewing the questions in each module quiz for consistency of vocabulary with selected textbook.	
Edit the release conditions for quizzes currently in the course. The default setting for releasing quiz data is to release the questions answered incorrectly after attempt one, and then release all questions and answers after attempt two.	
Gradebook	
Associate each dropbox assignment with a grade item in the gradebook.	
Associate each discussion assignment with a grade item in the gradebook.	
Associate each quiz and test with a grade item in the gradebook.	
Associate each term-project with a grade item in the gradebook.	
Release Conditions	
Set release conditions for each module (unless no release conditions will be used).	
Set release conditions for each assignment (unless no release conditions will be used).	
Check discussion forum availability options. The default setting for discussion forum assignments in the course is set so students will not be able to see their peers' posts until they have made a post.	

Final course review checklist to be completed by instructor and/or FDC	
Items	**Completed**

Course Information Module:
Fully updated to reflect the instructor's course design.
      This includes: instructor information page, syllabus, course calendar, "Introduce Yourself"
      discussion.	

Module Introductions: Each module has a customized introduction that lists the module level outcomes and tasks to complete the module.	
Module Lectures: Each module has a lecture created by the instructor. Outside resources are cited at the end of each lecture page.	
Module Assignments: Each module has varied assignments that correspond to the module's learning objectives.	
Quizzes and/or Tests: Instructions for completion are clearly articulated.	
Term Projects: Instructions for a term project are available in the appropriate module(s).	
Oral, Face-to-Face Communication Outcome: At least 3 assignments with an oral communication component are included in the course.	
Gradebook: The items in the gradebook correspond to course assignments, and are consistent with the assignments and point values outlined in the course syllabus.	
Release Conditions: If used, are set with correct dates for the quarter of instruction.	
Course Design: The design of the course facilitates easy navigation of the course.	
Course Accessibility: The course meets basic accessibility requirements (if unclear, contact Karen Sorenson)	