Common Course Components Checklist

Syllabus (Required)

1. Concourse is the primary syllabus for the course and all fields in the template have content.
    a. Concourse Information
    b. Concourse: Getting Started (1:29)
    c. Concourse: Updating Sections (1:39)
2. All syllabi must include specific information; see 'Constructing a Syllabus' for details.
    a. Constructing a Syllabus website

Gradebook (Required)

1. Grades for all assessments are available on CourseDen.
    a. Creating a Grade Item
2. Tip: "Automatically keep final grades update" is checked.
    a. Automatically Keep Final Grade Updated
    b. Gradebook Settings (1:33)
3. Tip: Match points and/or weights to a syllabus evaluation criteria.
    a. KBA: Creating a grade item
4. Tip: Grades are visible to students throughout the semester.
    a. Grades: Releasing Final Calculated Grades
5. Tip: Drop ungraded items.
    a. Gradebook Settings

Assessments (Required whenever possible)

1. Whenever possible students should have access to assessment instructions, be able to submit course work, and be able to view the instructor's feedback via CourseDen.
    a. Create an Assignment
2. Assessments have due dates when possible.
    a. Manage Dates
    b. Managing Dates in CourseDen (1:39)

Calendar (Required)

1. Dates for course assessments are available in the CourseDen Calendar.
    a. Adding Assessment Dates to the Calendar (1:36)
2. Tip: Getting Started with the CourseDen Calendar
    a. Calendar: Getting Started (1:43)
3. Inform students about the benefits of the Pulse App.
    a. Pulse App: Calendar (0:36)