



NOVA ONLINE COURSE PREP CHECKLIST

Please use this checklist to make sure that your Canvas site is ready for students.

PLEASE CHECK THESE ITEMS



- ☐ **Course Menu** — Click each button/link and review all of the content to ensure that it is up-to-date and in proper order.
- ☐ **Links and Videos** — Use the Course Link Validator under Settings to check all external links in the course. Also, click through the course to check the videos and ensure that they are still active, contain no error messages, play correctly, etc.
- ☐ **Exams, Exam Passes and Quizzes** —
 - ☐ Verify that the Exam Pass in the Syllabus lists your name and that the form number on the pass matches the form number of the proctored exams.
 - ☐ Ensure exams and quizzes are located in the designated course folders and the links work properly.
 - ☐ Confirm that proctored exams are password protected. If you click on the exam link and there is an Access Code listed, then the exam is password protected.
- ☐ **Gradebook** — Check for missing or duplicated items in the Gradebook compared to the grading policy in your course syllabus.

PLEASE EDIT THESE ITEMS



- ☐ **Welcome Message** — You may keep the generic message and add details as suitable to your section. Be sure to remove the placeholder text and sign your name.
- ☐ **Faculty Information** — Fill out the “Welcome: Meet the Faculty” page and add your photo. We recommend specifying your response turn-around time and one hour that you will be available for a digital office hour.
- ☐ **Critical Dates** — Add the critical dates for your session to the Course Calendar. You can find your session’s critical dates on the NOVA Online website at <http://eli.nvcc.edu/sessions.htm>.
- ☐ **Due Dates** — Update the due date for each assignment in your course so that the assignments appear in the correct locations on the Course Calendar.
- ☐ **Course Schedule** — If you see charts for different course lengths in the hidden instructor area of the Modules, use the chart that applies to your session length to pace out the due dates.
- ☐ **Course Policies** — On the Syllabus under Course Policies, add your Attendance Policy, Grading Turn-Around Time, Late Work Policy, and Plagiarism Policy.
- ☐ **Incomplete Policy** — On the Syllabus, update the Incompletes section. You may keep the generic message or edit it to set a different policy for your section. Note that the minimum requirement must remain consistent with VCCS’s 60% of the course work.
- ☐ **Virtual or On-Campus Meetings** — Update dates, times, and locations for any virtual or on-campus labs and meetings.
- ☐ **Canvas Tools** — If your course uses any extra tools, please make sure that they are set up properly.

- ☐ **Placeholders** — Remove any placeholders in the course that you do not replace with information specific to you or your section.
- ☐ **Course Availability** — Publish your course so that it is available to students no later than 7:00 A.M. EST on the course start date.

DO NOT EDIT THESE ITEMS

Please do not edit any of the following items:

Syllabus items:

- Prerequisites & Objectives
- Time Expectation
- Textbooks and Materials
- Plagiarism, Student Rights & Responsibilities
- Overview of Assignments
- Taking Exams & Exam Passes
- ProctorU (if applicable)
- Your Email Account
- Tutoring with Smarthinking
- Accommodation Statements
- NOVA Online Policies and Procedures

Modules — Do not change the layout or content of the Modules unless specified as part of the preparation checklist.

Proctored Exams & Assignments — Do not change point values or content on any graded assignments.

Discussions — Do not make changes to the names/descriptions or point values of the discussions.



NEED HELP?

Online ID Help (onlineidhelp@nvcc.edu) is ready to assist you with any questions, concerns, or errors you find as you prepare your course sections.

Use the **Instructor Feedback** button in your course to provide feedback on any content design changes that you would like to recommend long-term for the course. Immediate issues need to be sent to onlineidhelp@nvcc.edu.

Faculty Policies — Make sure that you are familiar with the course policies relating to attendance, course progress, withdrawal, extensions, incompletes, etc. If you have questions or need clarification on faculty policies, contact NOVA Online's Director of Online Instruction, Dr. Dawn Kolakoski at dkolakoski@nvcc.edu.

For more information regarding the expectations of faculty in preparing a course site for students, refer to the first section of the **Memorandum of Understanding (MOU)** <http://eli.nvcc.edu/fservices/mou.htm>: "Before Class Begins."

