

This document contains the checklist that instructors can use to get their course(s) ready before the beginning of a new semester.

Task	Details
Make sure courses are listed in eCampus	<p>Log in to eCampus and verify that course/s you teach in this semester are available.</p> <p>You must use <b>Login credentials</b> to login to the eCampus system.</p> <p>Login Credentials (<a href="https://ecampus.wvu.edu">https://ecampus.wvu.edu</a>)</p> <p>If you have forgot the password or need to activate your Login credentials, please go to <a href="https://login.wvu.edu/">https://login.wvu.edu/</a></p>
Copy your course material	<p>Course content could be uploaded by the instructor or copied from prior semester course or use content from development course shell. Please visit our info site at <a href="http://ecampusinfo.wvu.edu/faculty-resources/content-copy">http://ecampusinfo.wvu.edu/faculty-resources/content-copy</a> for more information on copying content in eCampus.</p> <p>If content from another instructor's course is needed, the request must be placed in eRS (<a href="https://ers.wvu.edu">https://ers.wvu.edu</a>). Instructors will need approval from the content owner (the instructor) or the department to use content from a course they did not teach. Content owners or the department must send an email to <a href="#">eCampus</a> indicating their approval.</p> <p>Courses can be developed prior to the term by requesting a development shell in eRS (<a href="https://ers.wvu.edu">https://ers.wvu.edu</a>). Once the course is available for the term, and course content development is completed, a request needs to be submitted by going to eRS (<a href="https://ers.wvu.edu">https://ers.wvu.edu</a>) to have course copied into the live course.</p>
Attend eCampus workshops to refresh your skillset	<p>To register for eCampus workshops, visit:</p> <p><a href="http://it.wvu.edu/services/training/schedule">http://it.wvu.edu/services/training/schedule</a></p>
Enroll teaching assistants into your course(s)	<p>Request to add a Teaching Assistant (TA) must be made through eRS (<a href="https://ers.wvu.edu">https://ers.wvu.edu</a>). After submitting a person enrollment for the TA, the TA will receive an email directing them to fill the Code of Confidentiality (COC) form. Since a TA can have access to grades, they must sign and agree to the COC every term they are to be enrolled.</p>
Upload/update syllabus	<ul style="list-style-type: none"> <li>• Review office hours and contact information</li> <li>• Make sure text book information is accurate</li> <li>• Update all due dates</li> </ul>
Add/Remove Tools	<p>To simplify the course operations and minimize student confusion, instructors should hide the links of all the tools they will not be using. The instructor can make the tools available at any time. Follow the instructions below to hide/unhide tools:</p>

	<ol style="list-style-type: none"> <li>1. In the course, select <b>Tool Availability</b> in the <b>Control Panel</b> under <b>Customization</b>.</li> <li>2. To make a tool unavailable, <b>click</b> and <b>remove</b> the check mark and <b>Submit</b>.</li> <li>3. To make a tool available, <b>click</b> and <b>add</b> the check mark and <b>Submit</b>.</li> <li>4. To view the Tools that will be available to students, turn off the Edit Mode button and then click on Tools on the navigation menu.</li> </ol>
Update Dates, and Materials	If you have materials in an eCampus course, review the course materials to make sure it is up to date, links are working properly, and adjust any dates to match the new semester's course calendar.
Roster	To ensure all students who are enrolled in STAR are also in the eCampus, compare students listed in eCampus to the official roster in STAR. Contact IT service desk at 304-293-4444 if you find any students that are listed in the STAR roster but are not listed in the eCampus or vice versa.
Announcement	It is recommended that the instructor posts a welcome announcements to include a brief course overview, instructor name and contact information, any textbook information, as well as how the instructor intends to use eCampus.
Course Introduction	<p>Provide students with the following:</p> <ul style="list-style-type: none"> <li>• Instructor information: e-mail, work phone, office location, office hours, and link to department website. You could also include text/video introduction, background, research interests, publications, or photo.</li> <li>• Welcome message to the course.</li> <li>• Course overview.</li> <li>• Learning outcomes of course.</li> <li>• Introductory activity to orient students to course tools (discussion board, e.g. students introducing themselves, assignment upload, etc.)</li> <li>• Netiquette - Appropriate discussion and chat behavior is addressed and guidelines are established and described.</li> </ul>
Course Content	<ul style="list-style-type: none"> <li>• Introduction or a brief overview (e.g. in this unit you will learn...).</li> <li>• Measureable objectives (e.g. upon conclusion of this unit you will be able to: ...).</li> <li>• List of learning activities (e.g. Learning Module/Folder content, textbook reading, discussion posting, assignments, and assessments, etc.).</li> <li>• Instructor's narrative or commentary for each Learning Module/Folder.</li> <li>• Graphics, images, graphs, charts, audio, video, and other media when appropriate (Be sure to observe copyright laws).</li> <li>• Material presented in a variety of ways (Address Accessibility and Universal Design for Learning).</li> <li>• Key Points for each Learning Module/Folder.</li> </ul>

	<ul style="list-style-type: none"> <li>• Learning Module conclusion (What should the students do next? How does the content of the Learning Module/Folder pertain to society, laws, life in general, etc?).</li> </ul> <p>If you are planning to use multimedia (video &amp; audio), PDF files and links make sure they work.</p>
Discussions	<ul style="list-style-type: none"> <li>• Create an introductory activity to orient students to the discussion board, e.g. students introducing themselves etc.).</li> <li>• Provide clear instructions on student and instructor participation.</li> <li>• Provide students with details about whether discussions and chats will be moderated.</li> <li>• Specify how many posts are required.</li> </ul>
Assessments	<ul style="list-style-type: none"> <li>• Provide clear instructions.</li> <li>• Update due dates in assessment tool.</li> <li>• Update questions/add new questions as needed.</li> <li>• Update points possible in assessment tool.</li> <li>• Make sure security issues are taken into consideration when necessary (timed exams, random questions exams, etc.).</li> <li>• Adjust any assessments dates to match the new semester's course calendar.</li> </ul>
Assignments	<ul style="list-style-type: none"> <li>• Provide or tweak detailed descriptions/clear instructions.</li> <li>• Update due dates in assignment tool.</li> <li>• Update points possible in assignment tool.</li> <li>• Adjust any assignment dates to match the new semester's course calendar.</li> </ul>
Need Additional Support	<p>Phone: 304-293-4444 Toll Free: 1-877-327-9260</p> <p>Email: <a href="mailto:ITSHelp@mail.wvu.edu">ITSHelp@mail.wvu.edu</a></p>

Visit WVU iDesign at <http://idesign.wvu.edu/Files/InstructorCourseChecklist.pdf> for a detailed course checklist.