

Pre-Term Course Readiness Checklist

Online and Hybrid Course Preparation

This checklist helps instructors and instructional designers ensure that courses are fully prepared before students access the learning management system (LMS). Completing these checks prior to the start of the semester helps prevent technical issues, improve course organization, and support a clear and accessible learning experience for students.

Course Information

- Instructor contact information and office hours are updated
- Course description and overview are accurate
- Course learning outcomes are listed
- Syllabus is uploaded and accessible
- Course policies (late work, grading, participation) are clearly stated
- Instructor welcome announcement or introduction is posted
- Course start and end dates are correct

Course Structure and Navigation

- Course modules or weekly sections are clearly organized
- Module titles follow a consistent format
- Students can easily locate readings, assignments, and activities
- Instructions are consistent across modules
- Unused or duplicate materials are removed
- Navigation menu includes only necessary links
- Course homepage provides a clear course orientation

Learning Objectives and Alignment

- Weekly or module learning objectives are listed
- Learning activities align with objectives
- Assignments support course learning outcomes
- Assessments reflect appropriate cognitive levels

- Activities include opportunities for application or analysis

Assignments and Assessments

- Assignments are visible to students
- Assignment instructions are clear and complete
- Rubrics are attached where appropriate
- Submission settings are configured correctly
- Due dates are accurate and appear in the LMS calendar
- Discussion prompts include clear expectations
- Quizzes or exams are tested

Gradebook Setup

- Grade categories are clearly organized
- Assignment grade values match the syllabus
- Weighted categories are configured correctly
- Total grade calculation is verified
- Hidden grade columns are reviewed
- Gradebook visibility settings are confirmed

Multimedia and Learning Tools

- Videos load properly and are embedded correctly
- Video captions or transcripts are available
- External learning tools are functioning
- Links to external resources are tested
- Interactive activities function correctly
- Media playback works across devices

Accessibility and Inclusive Design

- Documents include headings and accessible formatting
- Images include descriptive alt text

- PDFs and slides are readable and accessible
- Videos include captions or transcripts
- Color contrast supports readability
- Instructions are clear and concise

Student Support Resources

- Links to academic support services are included
- Library research resources are available
- Technical support information is provided
- Accessibility services information is included
- Instructor contact information is easy to find

Communication and Engagement

- Course announcements are prepared for the first week
- A welcome video or introduction is included
- Discussion forums are open
- Communication expectations are clear
- Participation expectations are explained

Final Course Review

- Student preview mode has been tested
- All course links have been verified
- Dates and deadlines are correct
- Course displays properly on mobile devices
- Placeholder content has been removed
- Course visibility settings are correct