

### ***SON Online Course Readiness Checklist...***

To ensure your Nursing online course is ready for students to begin the semester, please take a few minutes to verify that the items listed below have been completed at least one week before the semester starts.

#### **WebCT Vista:**

\_\_\_\_\_ Log in to the UAB Academic Institute and verify your course section is available and all instructor ID's are loaded.

For missing ID's, please contact [dmurphy@uab.edu](mailto:dmurphy@uab.edu), (205)975-8448 or [abashet@uab.edu](mailto:abashet@uab.edu) (205)-996-7672.

\_\_\_\_\_ Verify course content is loaded. Unless otherwise requested, content from the previous offering of the course will be loaded. For missing content, please contact [dmurphy@uab.edu](mailto:dmurphy@uab.edu), (205)975-8448 or [abashet@uab.edu](mailto:abashet@uab.edu) (205)-996-7672.

\_\_\_\_\_ Run the WebCT Browser Check (from the MyWebCT Screen) to ensure your browser is properly configured and the correct plug-in applications are loaded. For assistance with browser configuration, please contact AskIT ([askit@uab.edu](mailto:askit@uab.edu)) (205)-996-5555.

\_\_\_\_\_ Verify you have the correct version of Java (ver. 1.5.0\_07) installed on your computer. Please contact [AskIT@uab.edu](mailto:AskIT@uab.edu) if you need assistance.

\_\_\_\_\_ Verify Pop-up Blockers are turned off on your computer when access WebCT

#### **Course Content**

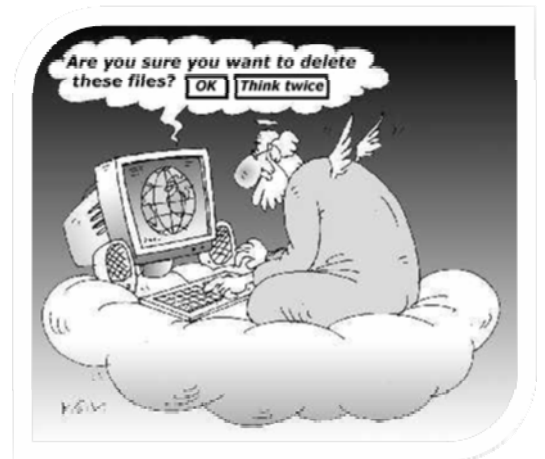
##### **Syllabus:**

\_\_\_\_\_ Update instructor contact information, office hours. If you would like to add a photo of yourself, update an existing picture, or record a video introduction to the course, please contact Cathy Stewart at (205)934-6681 ([stewartc@uab.edu](mailto:stewartc@uab.edu)) to schedule.

\_\_\_\_\_ Check/update textbook information (make sure your books have been ordered at the Blazer Bookstore, and that there are plenty of available copies).

\_\_\_\_\_ Update Topical Outline due dates for assignments, activities and exams. (Schedule by Weeks/Units/Modules)

\_\_\_\_\_ Update course requirements, goals, and objectives.



\_\_\_\_\_ Check/update course policies, procedures, and core performance standards.

\_\_\_\_\_ Check to ensure you have a Course Overview, Topical Outline, Performance Standards listed in the Syllabus/Orientation sections of your course.

### **Course Homepage**

\_\_\_\_\_ Verify the appropriate tools are available on the course toolbar for students. Only tools you students will need as part of their coursework should be displayed.

\_\_\_\_\_ Limit Icons listed on the course homepage to a maximum of 6 -8.

\_\_\_\_\_ Naming conventions for course content should be consistent with terms used in the Topical Outline & Course Overview.

### **Learning Modules, Units, Weeks**

\_\_\_\_\_ Update week/unit/module dates

\_\_\_\_\_ Update assignment due dates

\_\_\_\_\_ Update Exam Dates/locations

\_\_\_\_\_ Check all content for missing content or broken links

\_\_\_\_\_ Check all PowerPoint Presentations, video clips, etc.

\_\_\_\_\_ Update/check threaded discussion topics

\_\_\_\_\_ Update/check quiz dates/times

\_\_\_\_\_ Verify room reservations for online exams (if proctored)

### **Instructor Notes:**

All online course section development is managed internally in the school of nursing. If you have questions regarding your course section configuration, please contact Dan Murphy (5-8448) or A. Basset (6-7672)