



Course Maintenance Self-Inspection

Complete this course self-inspection checklist as you practice regularly scheduled maintenance on your online course! Before beginning the checklist, be sure that you are reviewing the correct course shell (primary vs. live course). It is highly recommended that that all maintenance is completed prior to student access to a course.

Student Feedback

- Emails & Other Communications:** In previous iterations of the course, did students note any issues with understanding directions? Accessing content?
- FAQ & Other Discussions:** In course discussion boards, did students ask questions about content or need additional clarity?
- Midterm & End-of-Course Surveys:** Did students note any frustrations with navigation, accessing content, or understanding directions?
- LMS Data:** Are students regularly accessing the course and course content as you anticipated? Did anything prevent them from accessing materials seamlessly?

Curriculum & Content Maintenance

- Content Updates:** Is the amount of content appropriate for student workload? Has additional content been added overtime that should be removed or made supplemental?
- Facilitation Content:** Has outdated or non-evergreen facilitation content been removed? (Video announcements, introduction audio clips, etc.)
- External Links:** Are all content links working as expected? (Readings, websites, simulations, etc.)
- Images:** Are all images loading correctly?
- Videos:** Are all video links working as expected? Are video embeds functioning the way you expect?
- Interactives:** Do all interactives load and function as expected? (VoiceThread, H5P, etc.)
- Hidden Materials:** Are all hidden materials hidden correctly? Is there content that should be unhidden? (Instructor guides, notes, supplemental materials, answer keys, etc.)
 - **Note:** If activity completion tracking is enabled in your course, ensure hidden items do not have activity completion settings applied to them in the settings.

Assessment & Activity Maintenance

- Assignments:** Are all assignment settings aligned with assignment instructions (point/grade value, submission/feedback type, group settings, plagiarism checker settings, grading, activity completion settings, etc.)
- Discussion:** Are all discussion settings aligned with discussion instructions? (point/grade value, word count, plagiarism checker settings, group settings, grading type, etc.)
- Quizzes/Exams:** Are all quiz/exam settings aligned with their instructions? (point/grade value, time limits, number of attempts, review options, feedback, etc.)
- Interactives:** Are all interactive settings aligned with their instructions (point/grade value, feedback, attempts, score, etc.)
- Rubrics:** Are rubrics enabled or available for all relevant assessments and activities? Do the assessment/assignment point values align with the point value of the rubric?
- Plagiarism Checker:** Is the plagiarism checker enabled for all assignments that require its use?

Due Date Maintenance

- Assessment/Activity Dates:** Update open dates, close dates, cut-off dates, and due dates for the upcoming term on all assignment and activity tools (Assignments, Discussions, Quizzes/Exams, Interactives, etc.).
- Written Dates:** Update all listed in module/weekly headings, assignment prompts and/or titles.
- External Tool Dates:** Update dates on assignments that use external tools. (VoiceThread, Turnitin, etc.)
- Timed Content:** Update release condition dates, if used.
- Syllabus Dates:** Review and revise the Syllabus and/or class schedule for updated dates.

Gradebook Maintenance

- Syllabus Alignment:** Ensure the gradebook aligns with any grading criteria listed in the Syllabus (weights, point values, course total, letter grades, etc.).
- Categories:** Use Categories on the Gradebook set up page to organize the gradebook by assignment type (Discussions, Quizzes, Key Assessments, Exams, Assignments, etc.).
- Remove Additional Gradebook Columns:** Remove any columns or items from the gradebook that are not required for the student.

Overview Maintenance

- Updated Syllabus:** Replace old syllabus with updated syllabus.

- Instructor Information:** Replace instructor information with new images, videos, contact information, and other materials.
- Hidden Tools:** Check that hidden tools and materials are not able to be viewed by student users
- Announcements:** Remove or hide old announcements

Personal Maintenance

Note any additional maintenance concerns that are specific to your course content or your teaching style.

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