



GOUCHER COLLEGE

Welch Center for Graduate and Professional Studies

www.goucher.edu/gps

Checklist: Update an Existing Course

CHECK	TASKS	DONE BY
<input type="checkbox"/>	Review student evaluation responses from your previous term, and identify changes needed.	3 months before start date of new term
<input type="checkbox"/>	Meet with your program director and/or instructional designer to discuss teaching strategies and changes for the upcoming term.	
<input type="checkbox"/>	Review and revise your learning objectives so that all activities are aligned with objectives.	
<input type="checkbox"/>	Update your syllabus.	
<input type="checkbox"/>	Update your schedule.	
<input type="checkbox"/>	Select reading materials; order a Course Pack if needed; post fair-use materials in your course website.	
<input type="checkbox"/>	Be on the alert to receive notice from the Welch Center that your new-term Canvas site is in place with content copied over from your previous-term site.	2 months before start date of new term
<input type="checkbox"/>	Create new discussion forums with clear, detailed assignment instructions.	
<input type="checkbox"/>	Develop and record new PowerPoint lecturettes (and/or update existing lectures).	
<input type="checkbox"/>	Develop new VoiceThread activities.	
<input type="checkbox"/>	Identify video conference dates.	
<input type="checkbox"/>	Revise assignment instructions for greater clarity and specificity.	
<input type="checkbox"/>	Use a new tool, e.g., video conference, VoiceThread, wiki, blog, Screencast-o-matic, or other.	
<input type="checkbox"/>	Set up the gradebook in your Canvas course site (list all graded assignments).	5 weeks before new term
<input type="checkbox"/>	CRITICAL: Post your final syllabus with course grading scheme, your course schedule, and readings at the course website.	
<input type="checkbox"/>	CRITICAL: Publish your Canvas course site.	1 full month before new term
<input type="checkbox"/>	Send welcome message to students using Canvas Inbox tool, or regular email.	1-3 weeks before new term
<input type="checkbox"/>	Note names of any students who have not logged into your course site, and follow up via email or web conferencing; make sure they have their login credentials.	
<input type="checkbox"/>	CRITICAL: All course components are in place by the start date of the term.	Jan & Jul = Resid Feb & Sep = Online