OEI Review Ready Checklist

Thank you for your interest in Course Review and in making your course available to through online cross enrollment. We have created this checklist to help you prepare your course for a timely and helpful review.

We encourage you to use this list as a personal reference. When all of these steps are done, please contact your Project Leader/campus POCR Lead to submit your course for review.

□ **Make a copy of the most up-to-date version of your course in Canvas and name it using this convention:**

MasterShell_CourseC-ID_LastName
(Example: *MasterShell_MATH101_Bell*)

At this time, we do not review live courses with students enrolled.

At some colleges, permission to make course copies is not turned on in Canvas. Please contact your campus POCR Lead or your college's Canvas Administrator.

□ **Be sure to publish:**
  ○ The course.
  ○ All instructional content in the course (e.g. modules, pages, assignments, discussions, quizzes, etc.).

The Reviewers will be looking at your course from a student perspective, so anything you would make available to students should be available to the Reviewers.

□ Create a **separate folder in your Files** area called "Accessibility" and add any files/documents—Word, PDFs, PowerPoint, Excel—that are currently being used in your course (so we can check for accessibility). *Do not include images in the folder, only files.*

□ Add the **welcome letter/email** you normally send to students to the Announcements area OR place it in a welcome module where the review team can find it.

□ Include all, or at least a sampling, of your **announcements** for the review team to see.

Please do this last

□ **Add "info@onefortraining.org" to the People area of the Master Shell Copy.**
  □ **Assign the role of Designer.**
  □ **Select @ONE Reviewer with the Institution as CCC Online Education Initiative**
At some colleges, permission to add People is not turned on in Canvas. Please contact your OEI campus POCR Lead or your college's Canvas Administrator.

□ Contact your campus POCR Lead to submit your course.