

Course Shell Checklist

You might want to print this list and the next link (Course Readiness Rubric), or just remember where to find them. As you build your course, make sure to include the listed elements.

I. Home Page Design

1. _____ Determine your home page layout. We recommend a page which includes:
 1. _____ Course Name, Number, and Title
 2. _____ Welcome or introductory paragraph(s)
 3. _____ Instructor Information: Name, Office Location, Email, Telephone (or preferred method of contact), and Virtual Office Hours
 4. _____ Help Desk Information: Contact McMurry University Help Desk.
 5. _____ Explain RESOURCES if used in your course.
2. _____ Orientation Module (Online or in your Moodle course shell)
 1. _____ Moodle Student Overview course (located on RESOURCES tab for live Moodle courses)
 2. _____ Course Overview (specific to your course)
 3. _____ Required Text (include image of the textbook(s) and ISBN number)
 4. _____ Student Expectations / Responsibilities
 5. _____ FAQs
 6. _____ Course Schedule
 7. _____ Include [Web Links](#) (instructional and student resources - see the list of links in the Additional Resources section of the Pedagogy online course)
 8. _____ Include short practice activities in your orientation such as a discussion, quiz over the orientation.

II. Course Tools

1. _____ Announcement (create at least one in the course, such as a "welcome" announcement)
2. _____ Discussions (include at least one icebreaker and one instructional discussion; remember to include instructions on how to access and post to the discussion if it is not embedded in the "Module" tool)
3. _____ Learning Module (create at least 2 modules - one orientation and one course topic/unit module; include class notes, assignment, quiz/test, discussion, etc.)
4. _____ Assignment (remember to include clear directions to students in regards to the format of the assignment and how it is to be submitted)
5. _____ Syllabus (use the standard McMurry syllabus template or your department's template; add your syllabus to Moodle course)
6. _____ Calendar (optional; Upcoming Events will display a list of any activities created in Moodle in the course associated with dates)

The items on this checklist must be included in your course shell. You should also review the [Course Readiness Rubric](#) located next in this Training Orientation module. The rubric will be used by the reviewers in your Course Readiness Review at the end of the program.

