

# 14 Elements Checklist

	Element	Done	Resources
1	<b>Homepage &amp; Banner</b> Design a consistent looking homepage. Include: A banner with name and codes; A blurb describing what the course is and where to start.	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>» <a href="#">How-To Video: Element 1</a></li> <li>» <a href="#">Create an Announcement Canvas Guide</a></li> </ul>
2	<b>Welcome Announcement</b> Create an announcement that fosters teacher presence and establishes announcements as a means of communicating. Set to post 7 days before class.	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>» <a href="#">How-To Video: Element 2</a></li> </ul>
3	<b>Welcome &amp; Orientation Module</b> Build a consistent orientation module. Include the following pages: Welcome to Course, Teaching Team, Canvas in this Course, Discussion Thread, Library & Study Support, RMIT Policies.	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>» <a href="#">How-To Video: Element 3</a></li> </ul>
4	<b>Welcome Video &amp; Course Guides</b> Create a touchpoint for course information. Include: Links to Course Guide Part A & B; A welcome video that introduces key concepts and why they are important to the student's future study or career.	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>» <a href="#">How-To Video: Element 4</a></li> <li>» <a href="#">How to record using Canvas Studio</a></li> <li>» <a href="#">Sample Welcome Video</a></li> </ul>
5	<b>Teaching Team Details</b> Establish key staff contacts and skills. Include: Photo; Name & title; Location; Contact details & instructions; A brief bio.	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>» <a href="#">How-To Video: Element 5</a></li> </ul>
6	<b>Canvas in this Course</b> Explain how students are meant to engage with Canvas in this course. Include: Mode of delivery and how Canvas use is essential.	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>» <a href="#">How-To Video: Element 6</a></li> </ul>
7	<b>Course Queries Discussion Thread</b> Foster a learning community. Include: Details of who will monitor the thread and how often; Thread etiquette.	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>» <a href="#">How-To Video: Element 7</a></li> <li>» <a href="#">Course Queries Breakdown</a></li> <li>» <a href="#">Create a Discussion Canvas Guide</a></li> </ul>
8	<b>Course Schedule</b> Provide a summary of the learning structure. Include: When classes/events are; A list of activities & assessments with due dates.	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>» <a href="#">How-To Video: Element 8</a></li> <li>» <a href="#">Sample Course Schedule</a></li> </ul>
9	<b>Required Menu Items</b> Include essential menu items: Home, Announcements, Assignments, Grades.	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>» <a href="#">How-To Video: Element 9 &amp; 10</a></li> <li>» <a href="#">Manage Course Menu Canvas Guide</a></li> </ul>
10	<b>Consistent &amp; Logical Menu Structure</b> Home, Announcements, Syllabus, Modules, Discussions, Collaborations, 3rd Party Links, Assignments, Quizzes, Grades, Conferences, Collaborate Ultra, People, Studio	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>» <a href="#">How-To Video: Element 9 &amp; 10</a></li> <li>» <a href="#">Manage Course Menu Canvas Guide</a></li> </ul>
11	<b>Copyright &amp; Active Links</b> Check all links are active and direct to the correct resource. Ensure all resources/content adhere to copyright.	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>» <a href="#">How-To Video: Element 11</a></li> <li>» <a href="#">Link Validator Canvas Guide</a></li> <li>» <a href="#">Copyright: Library Guide</a></li> </ul>
12	<b>Consistent Assessments</b> Ensure all assessments are present in Canvas and are consistent with the Course Guides.	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>» <a href="#">How-To Video: Element 12 &amp; 13</a></li> <li>» <a href="#">RMIT Assessment Policy</a></li> <li>» <a href="#">Create an Assignment Canvas Guide</a></li> </ul>
13	<b>Assessment Information</b> Add all essential information to assessments and ensure they confirm to RMIT Assessment Policy and processes.	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>» <a href="#">How-To Video: Element 12 &amp; 13</a></li> <li>» <a href="#">Edit Assignments Canvas Guide</a></li> </ul>
14	<b>Styles</b> Use the predefined Heading/Paragraph styles and RMIT brand colours for accessibility and consistency.	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>» <a href="#">How-To Video: Element 14</a></li> <li>» <a href="#">New Canvas Text Styles Guide</a></li> </ul>