

Course Management Checklist

Complete before the term opens, then maintain through the term.

COURSE NUMBER

SEMESTER / TERM

INSTRUCTOR

DATE COMPLETED

How to use this checklist. Work through sections 1–2 before the term opens, then use the remaining sections through the term. Check each box only once you have verified it in **student view** — if a student cannot see it, it is not done. Raise anything broken via the CampusOS **Help** section early in the week (section 10).

1 Getting Started in CampusOS

STD III

- ☐ Accessing your course shell and confirming the roster
- ☐ Verifying the syllabus is uploaded and current
- ☐ Checking the course is published for the correct term
- ☐ Confirming prerequisites and enrolment are correct
- ☐ **Update every due date for the current term.** A shell cloned from a previous term carries that term's dates. Every assignment, quiz, discussion and exam must be reset against the current academic calendar — including the availability/open dates, not just the due date
- ☐ **Clone the assignments and confirm each one displays to students.** A cloned item can exist in the shell but stay unpublished or hidden, so students never see it. Publish each item and verify it in *student view* before the term opens
- ☐ Do a final pass in student view — if a student cannot see it, it does not exist

2 Regular & Substantive Interaction (RSI)

STD III

- ☐ What counts as *regular* (predictable, scheduled) interaction
- ☐ What counts as *substantive* (teaching, assessing, facilitating discussion)
- ☐ Instructor-initiated contact — announcements, feedback, direct outreach
- ☐ How RSI is evidenced inside CampusOS for an accreditor
- ☐ Minimum expectations per week and how they are logged

3 Weekly Course Operations

- Posting weekly announcements and guidance
- Facilitating and moderating discussion boards
- Instructor guidance hours and availability
- Responding to student questions within the expected window

4 Attendance & Participation Tracking

STD IV

- What constitutes attendance/participation in a distance course
- Recording participation in CampusOS
- Faculty submission deadlines to the Registrar
- Handling non-participation and last date of attendance

5 Grading, Feedback & the Gradebook

STD V

- Gradebook setup and weighting aligned to the syllabus
- Turnaround expectations for grading and feedback
- Quality of substantive feedback (this also counts as RSI)
- Rubrics and consistency across sections
- Grade changes, incompletes and appeals

6 Student Progress, Retention & SAP

STD IV

- Identifying at-risk students early
- Documented intervention and outreach steps
- Referral pathways and who to notify
- How SAP standards apply and are evaluated

7 Workload & Credit-Hour Compliance

STD III

- Staying aligned to the approved Credit Hour Measurement Chart
- Applying the reading and writing time standards when adjusting work
- What to do when a course drifts above or below the required hours
- Documenting any mid-term change to assignments

8 Course Review & Continuous Improvement

STD V

- What the mid-semester review examines
- Using student performance data and course evaluations
- Recording findings and the changes made as a result
- Who signs off and when

9 Evidence & Documentation for MSCHE

STD III · V

	Syllabus of record and approved credit-hour chart
	RSI evidence exported from CampusOS
	Gradebook, rubrics and samples of student work with feedback
	Attendance/participation records
	Course review record and resulting changes

10 How to Ask for Support on CampusOS

	Raise the ticket in CampusOS → Help section. That is the route to the CampusOS support team. If it is not raised as a ticket, it is not tracked and it will not get worked
	Always attach a screenshot. A picture of the actual screen showing the problem resolves a ticket far faster than a written description alone. Capture the full screen, including the address bar where possible
	Give complete detail. Course code and term, the exact page or screen, what you expected to happen, what actually happened, when it started, and whether it affects one student or the whole class
	Keep every message professional. Support staff are colleagues working a queue. Rude, abrupt or unprofessional tone is not acceptable and will not be tolerated — and a courteous, factual ticket gets a better and faster result
	Support runs during office hours, Monday to Friday. A ticket raised on a Friday may not receive a response until Monday
	So check your course early in the week. Verify due dates, assignment visibility and links during weekday office hours — not Friday afternoon or over the weekend — so there is time to get a fix before students are affected

NOTES / ISSUES RAISED

COMPLETED BY

REVIEWED BY

DATE
