

Isidore Readiness Checklist - Fall 2020

The following checklist provides a high-level overview of the steps faculty should take to prepare each of their Isidore course sites for the fall term. While the order of items listed below may provide a helpful starting point, they do not need to be followed in sequence. Faculty looking for a step-by-step walkthrough on how best to prepare their sites are encouraged to complete the *Preparing Your Isidore Course Site for the Fall 2020 Semester* online training module (<https://learn.udayton.edu/lessons>)

Planning (Pre-Isidore)

- View the Fall 2020 Course Facilitation & Engagement Guidelines
- Develop a high-level course plan (topics, assessments, activities, materials)
- Create your course syllabus
- Create your course schedule (if applicable)

Building (In Isidore)

- Visit your Isidore site to familiarize yourself with the course template
- Use the Homepage Builder to add information about your course to the Overview page
 - Upload your course syllabus as PDF
 - Upload your course schedule as PDF (if applicable)
 - Upload an image of yourself
- Add content to your Introduction module in the Lessons tool explaining how the course will operate
- Add course content to the weekly pages built in the Lessons tool to guide student learning. For each week
 - Add weekly outline of tasks
 - Update weekly checklist
 - Update important dates box
 - Upload or add links to resources and activities that students will need to access
- Prepare course content
 - Create Assignments
 - Create Tests & Quizzes
 - Create Forum topics/prompts
 - Record and upload any lecture content to the Warpwire Video tool
- Make sure important class dates are added to the site Calendar tool
- Add class sessions to the Zoom Meetings tool
- Schedule office hours in Zoom
- Group Students and Communicate Attendance Plan

All Isidore sites will be published to students on Thursday, August 20th at 8 AM. Faculty are welcome to make their sites available earlier by clicking on the 'Publish Now' button in the yellow bar at the top of their site.