

Semester Start FOL Checklist

This checklist details the minimum FOL setup requirements that faculty must implement for all courses at Fanshawe College. (See Policy A115.) This list does not include templated elements (e.g., the course outline and plan, links to student supports, policies, etc.) which are included in the standard Course Blueprint. If your course does not include those elements, contact your Educational Support Technologist to have them imported.

Essential FOL Elements (Professors must include the following by the first day of class.)	Done	Help
Course Homepage		
<ul style="list-style-type: none"> ▪ Complete the instructor widget with your full name and contact info. ▪ A welcome announcement indicates students' next steps or how to get started. 		1.0
Content		
<p>Content is organized in linear, logical units (e.g., modules, weeks), and contains:</p> <ul style="list-style-type: none"> ▪ Introductory materials which set expectations for communication, including tools used (e.g., Zoom, email, discussions), etiquette, and expected response times. ▪ Current, up-to-date content with no broken links (or hidden ones). 		2.0
Assignment Information		
<p>For all scored evaluations (assignments, tests, projects, etc.), provide the following:</p> <ul style="list-style-type: none"> ▪ Grading criteria (rubrics, checklists, etc.) and submission method / details ▪ Due dates in multiple areas, e.g., content, calendar, announcements, etc. 		3.0 3.1
Grade Book		
<ul style="list-style-type: none"> ▪ All items are in-place, with both categories and overall weight adding up to 100%. 		4.0
Additional Considerations		
<ul style="list-style-type: none"> ▪ Posted materials comply with copyright policy. ▪ Content follows current accessibility guidelines including text which is clear, selectable, and formatted consistently with headings, short paragraphs, and list items where appropriate. (See help for details.) 		5.0 5.1
Additional Setup (May be required for some courses)	Done	Help
<ul style="list-style-type: none"> ▪ Introductory materials contain a brief professor bio and/or welcome video. ▪ Create the following, ensuring dates and restrictions are correct where applicable: <ul style="list-style-type: none"> ○ Submission folders for student assignment uploads ○ Discussion boards for course introductions, questions, or module activities ○ Quizzes (may include tests or exams) ○ Surveys (may include a course feedback survey for continuous improvement. ▪ Post the virtual classroom link (e.g., Zoom or Bongo) prominently (if applicable). 		6.1 6.2 6.3 6.4

For assistance with any of the features on the checklist page, detailed text-based documentation is available through the [FanshaweOnline help area](#). For video walkthroughs or additional content supporting these features, visit the links below:

1. Course Homepage

- [Create an Announcement](#)

2. Content

- [Add a Module](#)
- [Upload a File](#)

Note: obsolete content or materials that are not applicable should be hidden or deleted.

3. Assignment Information

- [Create an Analytic Rubric](#) or a [Holistic Rubric](#)

4. Grade Book

- [Understanding the Grades Tool](#)
- [Create a Grade Item](#)
- [Associate an Activity with a Grade Item](#)

5. Additional Considerations -- Copyright and Accessibility

- [Fanshawe Copyright Services - help with copyright access or issues](#)
- [Resources for accessibility and AODA support through Fanshawe's Rapid Design Studio \(RDS\)](#)

6. Recommended FOL Elements

Getting Started – the Course Blueprint

Fanshawe’s Course Blueprint is an FOL template that creates a consistent look and feel, improving course navigation, accessibility, readability, and alignment. It features content templates that can be “dropped into” a course and then modified as needed. Contact your Educational Support Technologist if your course has not been templated with these elements.

- [Course Blueprint Preview](#) – self register into the Blueprint Preview on FOL
- [Getting Started](#) – how to import and complete the “Getting Started” content module
- [How to Build a Week’s Worth of Online Content](#) – use the template to complete week one’s content.

Additional Setup

- [Create a Discussion Forum](#)
- [Create a Discussion Topic](#)
- [Create a New Quiz](#)
- [Create a Submission Folder](#)
- [Use Turnitin to Check Submissions for Plagiarism](#)
- [Create a Survey](#)

Note: it can be useful to conduct a survey at the end and/or before the midpoint of a course.