This checklist is to provided to you to assist you in developing your course.

⬜ **Communication and Collaboration Tools**

* **Course menu**: Add and organize content and tool
* **Customization:** Customize the look and feel of your course
* Announcements: Create an announcement and link it to the notification system
* Discussion board: Create a discussion board, set it so that students can subscribe and make it gradable
* Create and deploy select collaborative tools: Wiki, blog
* Groups: Add a group area to the course and select tools to enable
	+ Create a collaborative group assignment

⬜ **Course Content**

* Content areas: Create two content areas
* Create a content folder
* Add mashups to embed external content
* Develop a learning module
* External links: Add an external link

⬜ **Assessment Tools**

* Test with various questions types including: Hotspot, Likard Scale, multiple choice using images
	+ Deployed
	+ Added as a course link
	+ Uploaded to the content collection
* Rubric
	+ Added to a test, assignment or gradebook column
* Assignment: Deployed and added as a course link

⬜ **Managing your Course**

* Create an early warning system rule
* Create two Smartviews
* Create at least one gradebook column
* Put adaptive release on an assignment, and a learning module