

Common Course Components Checklist

Syllabus (Required)

1. Concourse is the primary syllabus for the course and all fields in the template have content.
 - a. [Concourse Information](#)
 - b. [Concourse: Getting Started \(1:29\)](#)
 - c. [Concourse: Updating Sections \(1:39\)](#)
2. All syllabi must include specific information; see 'Constructing a Syllabus' for details.
 - a. [Constructing a Syllabus website](#)

Gradebook (Required)

1. Grades for all assessments are available on CourseDen.
 - a. [Creating a Grade Item](#)
2. Tip: "Automatically keep final grades update" is checked.
 - a. [Automatically Keep Final Grade Updated](#)
 - b. [Gradebook Settings \(1:33\)](#)
3. Tip: Match points and/or weights to a syllabus evaluation criteria.
 - a. [KBA: Creating a grade item](#)
4. Tip: Grades are visible to students throughout the semester.
 - a. [Grades: Releasing Final Calculated Grades](#)
5. Tip: Drop ungraded items.
 - a. [Gradebook Settings](#)

Assessments (Required whenever possible)

1. Whenever possible students should have access to assessment instructions, be able to submit course work, and be able to view the instructor's feedback via CourseDen.
 - a. [Create an Assignment](#)
2. Assessments have due dates when possible.
 - a. [Manage Dates](#)
 - b. [Managing Dates in CourseDen \(1:39\)](#)

Calendar (Required)

1. Dates for course assessments are available in the CourseDen Calendar.
 - a. [Adding Assessment Dates to the Calendar \(1:36\)](#)
2. Tip: Getting Started with the CourseDen Calendar
 - a. [Calendar: Getting Started \(1:43\)](#)
3. Inform students about the benefits of the Pulse App.
 - a. [Pulse App: Calendar \(0:36\)](#)

