

LMS Semester Course Checklist

Term: Course Name: Course: Reviewer Name:

To ensure the integrity of the gradebook, ensure that each course contains these key elements.

When form is completed please save file with Course Name, Number, Reviewer Name

i.e. CSC105_10510_Davis

Please submit to <T:\Aultman College\Academic Affairs Division\Semester Course Checklist>

Gradebook and Attendance Basics

Attendance in the Gradebook (check which applies)

- If attendance is meant to be a part of the gradebook, ensure that it is in a category
- If attendance is NOT meant to be a part of the gradebook, please set the grade type to none.

Attendance setup

- Ensure that class sections are set up the attendance module. This includes start dates and session dates.

Gradebook Setup basics

- Check the setting **Show gradebook to students** is set to yes
- Check for hidden items. Note: This can be verified in the user report (student view)

- Check gradebook is set to 2 decimal places
- Verify correct grading scale is being used (Letters in Gradebook Setup)

Natural Gradebooks

- Overall gradebook set to Natural
- Category settings set to Natural (if applicable)
- Ensure that course totals and category totals add correctly
- Each grade item is placed in a category.

Weighted Gradebooks

- Overall gradebook set to Weighted means of grades
- Each category set to simple weighted mean of grades

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- Each category has weights
- Each grade item is placed in a category.

Introduction

- Syllabus is correct.
- Updated name and office hours
- Contact information and response policy

Midterm Grades

- Check the setting **Show gradebook to students is** set to yes
- Check for hidden grade items. Note: This can be verified in the user report (student view)
- Check gradebook is set to 2 decimal places
- Each grade item is placed in a category.
- Check for hidden grade categories. Note: This can be verified in the user report (student view)
- Verify correct grading scale is being used (Letters in Gradebook Setup)

Final Grades

- Check the setting **Show gradebook to students is** set to yes
- Check for hidden grade items. Note: This can be verified in the user report (student view)
- Each grade item is placed in a category.
- Check for hidden grade categories. Note: This can be verified in the user report (student view)
- Check gradebook is set to 2 decimal places
- Verify correct grading scale is being used (Letters in Gradebook Setup)