

cuLearn Course Setup Checklist

This Course Setup Checklist is designed for instructors to guide cuLearn course setup at the start of term. Completing the tasks on this checklist will help ensure that the cuLearn course has the foundational elements of a successful learning environment.

For instructions, or more information on each task, visit the cuLearn Support Website (carleton.ca/culearnsupport) and search for the topic indicated.

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- ✓ **Post your syllabus to cuLearn:** The syllabus provides a framework for students on course structure and expectations. For instructions, see “Add a file”
- ✓ **Add your contact information:** Establish your presence in the course early on. Post your name, office hours and office location to a topic block or optional block on the course page. For instructions, see “Blocks”
- ✓ **Customize your course layout:** The “Topics” layout is the default in cuLearn and is customizable. However, there are other layouts to choose from as well. Once you’ve chosen your layout, delete or hide any unused blocks to minimize distractions and to keep the course site uncluttered. For instructions, see “Course Format (Layout)” and “Editing Topic Headings”
- ✓ **Add a Teaching Assistant:** Teaching assistants must be manually added to the course by the instructor to give TA access. For instructions, see “Adding a TA or Other Users”
- ✓ **Add cuLearn activities and dates:** Online activities, such as assignments, quizzes or discussion forums, can be completed inside or outside of class. Add key dates to the calendar. For instructions, see “Assignments”, “Quizzes”, “Forums (Discussion)”, and “Calendar”
- ✓ **Import content:** Encourage students to review course content outside of class by uploading slides, relevant websites, and videos. For instructions, see “Add a file”, “Add URLs”, and “Adding media”
- ✓ **Setup the gradebook:** The gradebook can be used to display grades and calculate course totals. Anyone from the Ed Tech team can meet with you to provide advice and assistance with your gradebook. For instructions, see “Gradebook setup”
- ✓ **Make the course visible to students:** All courses are hidden by default to give instructors time to set them up. When you are ready, show your course to the students so they have access. For instructions, see “Make courses visible to students”
- ✓ **Send a welcome announcement:** Connect with your students right away by sending an announcement welcoming them to the course. NOTE: announcements are only emailed out to students from the course when the course is visible. For instructions, see “Announcements”

The Educational Technology team is here to assist you with your cuLearn course setup. If you have any questions about how to setup your course, or if you’d like training on any aspect of cuLearn, email us at edtech@carleton.ca or call extension 4433. We’re happy to help!

Did You Know...

cuLearn is a multi-functional tool with such a large range of capabilities that it's challenging to know about all of them. The list below includes just a small selection of available tasks instructors can do in cuLearn to make teaching easier.

Some tasks you can do in/with cuLearn:

- ✓ Merge course sections together into one course for simplified course management
- ✓ Setup group work to allow one submission and grade per group
- ✓ Download all assignment submissions into one zip file for offline grading
- ✓ Use grade categories to keep the highest grade out of a group of assessments
- ✓ Track student participation in the course
- ✓ Add extra blocks to the right-hand column of your page that link to course related external sites (i.e. Twitter, news sites, citation generators)
- ✓ Create a link to Ares using the Library Reserves block for convenient student access to course readings online
- ✓ Seamlessly integrate Poll Everywhere results into your gradebook
- ✓ Drag and drop files onto the course page
- ✓ Create and use grading rubrics for online assignments
- ✓ Use LaTeX and MathJax to render equations in quizzes and pages
- ✓ View and grade cuPortfolio assignments submissions within cuLearn

The Ed Tech team is always willing to consult with instructors to explore technical enhancements for classroom goals. Bring us your teaching issues, and we'll see if we can find a workable solution for you.

Schedule a consultation by emailing edtech@carleton.ca or by calling extension 4433.