

Carmen Course Website Best Practices

SHRS checklist

Best Practice Yes No

1. Course syllabus uploaded to the “Syllabus” tab and provide as a downloadable file

Comments:

2. The course syllabus lists all required technology and includes instructions for how to access and find technical support for those technologies.

Comments:

3. Assignments are uploaded to the “Assignments” tab with instructions and clear due dates.

Comments:

4. Grades are entered into the “Grades” tab when grading is complete.

Comments:

5. There is evidence for consistent mode of communication with students with explicit instructions.

Comments:

6. Course materials are organized into “Modules” according to content matter.

Comments:

7. Clear, consistent directions are included in Carmen about what students are expected to do with all materials and activities.

Comments:

8. Important class-wide communications during the term will be sent through the announcements tool.

Comments:

10. Unused sidebar tabs are removed.

Comments:

11. Home page is organized with instructor contact information

Comments:

12. Clear and consistent naming conventions for assignments and files are used.

Comments:

13. Documents, instructions and materials are in formats accessible to all students.

Comments: