Master Course Checklist

Master Courses should allow any instructor with content knowledge to teach a section of a course, be it in-person, online, or hybrid courses. It is like handing a new instructor a complete package of everything they need.

The [NC Course Quality Checklist](#) lists the minimum requirements for any course set by OCQAS (Ontario College Quality Assurance Service) and CQAAP (College Quality Assurance Audit Process). This document is updated regularly to meet standards and should be used throughout the creation and maintenance of all courses.

In addition to the [NC Course Quality Checklist](#) for all courses Master courses must also have:

Start Here Folder

- Course Outline in Word so Instructors can add their information.
- CSI in Word so Instructors can add their information.
- Template for Faculty Information including office hours and contact information

Course Content

- PPT Lectures
- Course Image (banner)

Assessments (No due dates)

- Formative assignments/activities (practice not for marks)
  - in-class activities with instructions
  - EdTech Tools: H5P, FeedbackFruits, Padlet, Socrative, PollEverywhere
  - Practice Quizzes set up in Blackboard, not worth grades
- Summative assignments/activities (do not add due dates)
  - Tests setup using test banks
  - Projects
  - Assignments
- Gradebook setup (matches CSI)
- Rubrics/answer keys/checklists

Instructor Resources Folder (KEEP HIDDEN)

- Setup Instructions
  - Textbook publisher linking information, etc.
- Lesson Plans (can also be embedded in thorough ppt presentations)
- Images (banner)
- Asset Sheet
- Tests and Answer Keys in a usable format for in-person courses

Resources:

- Blackboard Ultra Conversion Training
- IT –
- LEID -