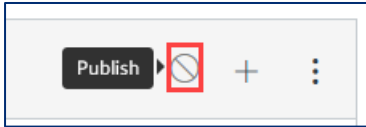
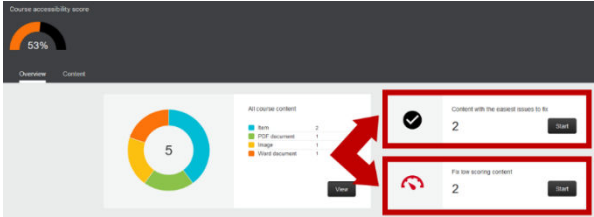


JHU AAP CANVAS COURSE READINESS RUBRIC

Semester Start & Course Availability to Students

Please be sure to check your teaching contract or ask your program director to confirm the length and start date of all your courses. The readiness check serves as a reminder of the elements to include to start the term.

Requirement	Yes	No	Explanation
<p>1. Home Page that includes:</p> <ul style="list-style-type: none"> • Welcome Message • Dates for the <i>upcoming</i> Semester • Instructor Information 			<p>a. Please provide a personalized welcome to your students.</p> <p>b. Ensure all the dates are correct.</p> <p>c. Please ensure your Canvas profile is updated as the information on the home page pulls from your profile.</p> <p>d. Use of personal email in course: AAP has a policy that only JHU addresses can be used for student to faculty communication. Please ensure that your JHU account is used exclusively in the course to comply with this policy. We will check both the home page and any instructor information pages.</p>
<p>2. Course Syllabus</p> <ul style="list-style-type: none"> • Course Syllabus is populated via the AEFIS LTI 			<p>Ensure that 'Course Syllabus' is visible on the course menu and properly links to your AEFIS syllabus.</p>
<p>3. Course Content for first two weeks:</p> <ul style="list-style-type: none"> • Remove non-FERPA compliant content • Modules contain content • Module dates are for the <i>upcoming</i> semester • Modules and Content are Published • Welcome Module, Module 1 and 2 and Content are available <i>within</i> week 1 • Modules and Content use proper naming convention (Module 01, M01) 			<p><u>Course Content:</u></p> <p>Publish the modules by clicking on the publish button on the modules page. Each page within the course will need to be published for students to access individual content.</p> <div style="text-align: center;">  </div> <p>Adaptive Release tool is recommended if you want to control when content is available to students based on conditions.</p>
<p>4. Communication during the first two weeks:</p> <ul style="list-style-type: none"> • Utilization of some communication tool during the first two weeks: <ul style="list-style-type: none"> ○ Discussion Board • Ensure that discussions for the Welcome Module, Module 01, and Module 02 are published 			<p>Requirement by Communication Tool:</p> <p><u>Discussion Board:</u></p> <p>Ensure there are Discussions with the ability to allow replies for students to respond.</p> <p>Remove any starter threads that are located at the bottom of your discussion text (Canvas does not have the ability to use threaded discussions. The starter threads were migrated for reference only.)</p>

<p>5. Ally/Accessibility Report</p> <ul style="list-style-type: none"> • Check your Ally Scorecard. 			<p>It is expected that your Course Accessibility Scorecard will increase over time.</p> <p>How to quickly raise your Course Accessibility Scorecard:</p> <p>You will want to start with the "Content with the easiest issues to fix" and "Fix low scoring content."</p> 
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Enrollment Information

Students are automatically enrolled into your course site and AAP Student Orientation as they register in SIS. No students can be manually added to the course.

Accessibility Scorecard

Ally is available in your course. This tool will help identify areas in the course that could use a little bit of adjusting to make it more accessible for your students and provide information and resources to assist in making these adjustments.

Use the Course Menu to access the Ally Course Accessibility Report. Once you are on the Accessibility Report screen, you will want to start with the "Content with the easiest issues to fix" and "Fix low scoring content."

Ally also creates alternative formats for your students without any additional effort.

Look for upcoming webinars on Ally on the [IRC Website](#).

For questions or assistance with Ally, please sign up for a [Booking appointment with the IRC Staff](#).

FERPA Compliance

Due to FERPA restrictions, all former student information must be deleted from the course. Please be sure to replace this information with current students' data or other content. Also, due to FERPA regulations, we must receive student consent to use previous student papers in a course. In addition, we cannot show student names on any documents, even with this permission. Please ensure that you comply with FERPA requirements.

Readiness Codes

If you score less than 100% in any of the categories below, please check the following responses:

<p>Welcome</p>	<p>The welcome page should be a welcome to your students, but should not be more than a few paragraphs. Please do NOT remove the home page as there is vital student information that exists only on the home page.</p> <p>We have many students who are completely new to online learning. Clear instructions on how to navigate the course is essential. Consider putting brief, yet informative text within the home page or welcome module on getting started in your course. <i>If you have not added a personalized message on your home page, a generic welcome message to your students will be added.</i></p> <p>The dates on the home page and welcome module need to match the current term. The course opens for students on the dates listed on the term start date, unless you elect to publish your course sooner.</p> <p>It is helpful for students to have a quick place to contact you. We have inserted an instructor block on the home page so students can easily find your contact information. This information pulls from your Canvas profile. We highly recommend keeping your Canvas profile updated. Ensure your contact information is updated if you have it posted in multiple locations. Do NOT place your bio on the home page. There is a page in your Welcome Module for this.</p> <p>Per AAP Policy, only JHU addresses can be used for student to faculty communication. Please ensure that your JHU account is used exclusively in the course to comply with this policy.</p>
<p>Course Syllabus</p>	<p>The Course Syllabus tab has been made available on your menu. Please ensure that the Course Syllabus tab is visible and links properly to your AEFIS syllabus.</p>
<p>Modules</p>	<p>All modules and content must follow the standard naming convention (Module 01, M01).</p> <p>Students may find it helpful to have weekly content (such as reading assignments listed, assignment or discussion, and any other content) for each module or week of the course. Please consider adding a page with basic information on what a student needs to complete.</p> <p>Your course contains Panopto links. They will need to be replaced by embedding the lectures into pages.</p> <p>Please ensure that all dates from the previous course offering have been updated to the current term. Please check that all dates are consistent in all materials including syllabus, assignment guidelines, and learning modules.</p> <p>Please update the availability dates of your modules to reflect the current semester, or, if your course does not utilize availability dates, please ensure that the Welcome Module, Module 01 and Module 02 are published prior to the first day of the semester.</p>
<p>Discussions</p>	<p>Weekly discussions add to the learning experience and allow students to communicate with each other about the course content. If you choose to use discussions, please be sure to</p>

	create a forum and initial thread for each weekly discussion, and make sure that the M01 and M02 discussions are published.
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