

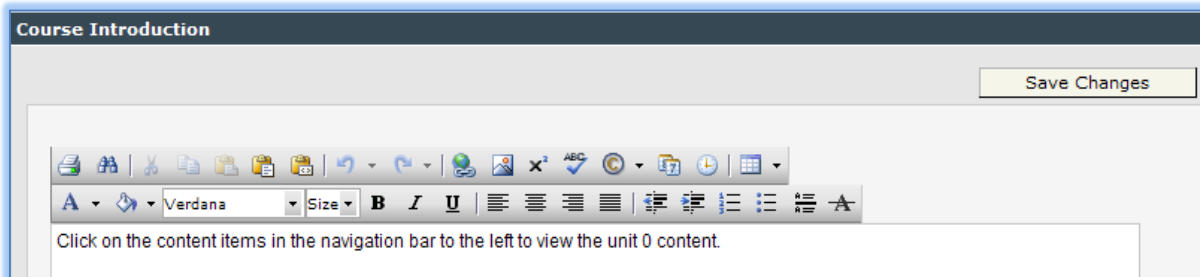
## Course Introduction-Course Checklist

### Course Introduction/Welcome

This is a friendly way for instructors to introduce themselves to the students in the course. It is also a good way to welcome the students. Audio and video can be used to make the introduction more personable. For some students, this might be the first time for taking a course online, a blended course, or a Web enhanced course. The introduction can be used as a way for students to learn something about the instructor and/or about the course content. It may help them to become excited about taking a course.

#### Add or Edit Course Introduction:

- ❖ In the **Course Introduction** text box (see illustration below), input the Course Introduction.



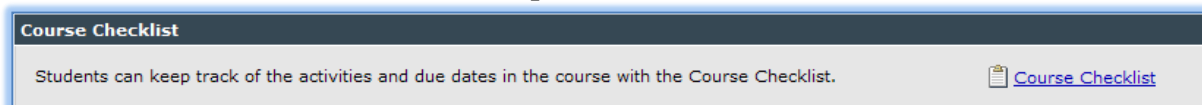
- ❖ The introduction can be formatted using the **Visual Editor Toolbar**. For information about the buttons on this toolbar, see the **Visual Editor Toolbar** document on the **eCollege** page of the [Siena Training Web Site](#).
- ❖ Add an audio or video file by entering the Address (URL) in the appropriate field (see illustration below).

Introductory audio link:	<input type="text"/>
Introductory audio text:	<input type="text"/>
Introductory video link:	<input type="text"/>
Introductory video text:	<input type="text"/>

- ❖ In the **Introductory Audio/Video Text** field, specify the actual text students will click to launch the audio or video file.
- ❖ Click **Save Changes**.

### Course Checklist

This feature is located on the Course Home Page. In the student view, the Course Checklist displays a list of all course assignments and the associated due dates. In the student view, a check box will appear beside each item so that students can monitor their progress in regard to assigned course work. This should help students to be aware of assignment due dates and prompt them to complete assignments on time. The instructor will see a list of the Content Items, but a check box will not appear in the instructor view. When the **Go** link is clicked, the pages to the individual Content Item will open.



- ❖ Due dates to course checklist items can be assigned using the **Course Scheduler** or by using the **Toolbox** for individual content items.
- ❖ The **Due Date** feature does not restrict student access to **Content Items**.
  - Access to items is controlled through the **Restrict access before/after the date** check boxes.
  - This option can be found in the **Course Scheduler** or **Edit Schedule** window.
- ❖ If a **Due Date** isn't assigned to a **Content Item**, the item will still display in the **Course Scheduler**.
- ❖ The **Course Checklist** can be sorted by **Unit** or by **Due Date**.
- ❖ Students have the capability of manually checking off the items in the **Course Checklist**. The only exception is exams.
- ❖ Since the checklist is not integrated with the actual content item, students can check off items that have not been completed.