



## WIDS - Worldwide Instructional Design System

# Course Setup PAT

### Directions

Use this checklist to self-assess your course set-up. Remember that your course may not include information from all fields in the Course Outcome Summary tab. Some of the information may be blank here so that teachers can add it later in the syllabus. Run a Quick Print Course Outcome Summary report and save it as Word. Self assess your work using the checklist below. Make adjustments if necessary, then submit your course outcome summary document for feedback.

### Target Course Competencies

1. Set up a course in WIDS

### Rating Scale

Value	Description
Complete	Work includes all expected components and meets quality expectations
Incomplete	Components are missing or do not meet quality expectations

### Scoring Standard

You must receive a rating of "complete" on each criterion to successfully complete this assessment.

### Scoring Guide

	Criteria	Ratings
1.	you create or open your course	Complete Not Complete
2.	you identify the subunit associated with your course	Complete Not Complete
3.	you identify the status of your course	Complete Not Complete
4.	you add or revise course roles (as needed)	Complete Not Complete
5.	you enter course information: number, title and credits	Complete Not Complete
6.	you enter course prerequisites or co-requisites	Complete Not Complete
7.	you add textbooks, bibliography sources, and supplies (as appropriate)	Complete Not Complete
8.	you add core abilities, gen ed outcomes, and external standards (if they were not assigned by the program and are appropriate for the course)	Complete Not Complete
9.	you add grading information (if appropriate)	Complete Not Complete
10.	you add common course guidelines (if appropriate)	Complete Not Complete
11.	you generate a Quick Print report and save it as a Word document.	Complete Not Complete