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CMS Developer - Complete all items in orange. The course has already been through Production Internal QA, so use the CMS (Notes) column to add any notes for the team.

CS - Indicate Yes or No in the appropriate column. Use a “Comment” to provide additional information and for communication with the CMS Developer. Date/Initial final approval.

CL/SME/Chair - Indicate Yes or No in the appropriate column and explain or use a “Comment” to provide additional information. Date/Initial final approval.

ASK Course Audit Form

Course Number:

Launch Term:

School:

CMS Developer:

MM Developer:

LMS Tech:

CL or SME:

CS:

CS Audit Sign-off:

Please refer to the ASK Build Guide found on the C&I site.

<https://sites.google.com/purdueglobal.edu/curriculum-and-innovation-site/home/production>

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Start Here Information	CMS	CS	CL/SME/Chair	CMS	CS	CL/SME/Chair
CMS, CS, CL/SME/Chair	Notes	Yes/No (Use “Comment” to explain)	YES/NO If no, explain or use a “Comment” to explain	FIXED? Date/Initial	Approved Date/Initial	Approved Date/Initial
Images	CMS	CS	CL/SME/Chair	CMS	CS	CL/SME/Chair
Is the Banner image the correct image per the ASK Build Guide?						
Are the tile images the correct images per the ASK Build Guide?						
Welcome	CMS	CS	CL/SME/Chair	CMS	CS	CL/SME/Chair
Is the correct Course Number and Course Name listed?						
Where Do I Find Help?	CMS	CS	CL/SME/Chair	CMS	CS	CL/SME/Chair
Is the content correct per the DevGuide?						
Outcomes						

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Is the content correct per the DevGuide?						
How Do You Complete an ASK?						
Is the content correct per the DevGuide?						
Policy Reminders	CMS	CS	CL/SME/Chair	CMS	CS	CL/SME/Chair
Is the content correct per the DevGuide?						

Table of Contents	CMS	CS	CL/SME/Chair	CMS	CS	CL/SME/Chair
CMS, CS, CL/SME/Chair	Notes	Yes/No (Use “Comment” to explain)	YES/NO If no, explain or use a “Comment” to explain	FIXED? Date/Initial	Approved Date/Initial	Approved Date/Initial
Announcements (CMS/CS)	CMS	CS	CL/SME/Chair	CMS	CS	CL/SME/Chair
Is the Policy Reminder announcement added per the ASK Build Guide?						

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Are all course-specific announcements added per the DevGuide?						
Resources (CMS/CS)	CMS	CS	CL/SME/Chair	CMS	CS	CL/SME/Chair
Are the Assessment Rubric links present?						
Is the ASK Resources link present?						
Do the Assessment Rubrics and ASK Resources open correctly?						
Instructor Resources (CMS/CS/SME)	CMS	CS	CL/SME/Chair	CMS	CS	CL/SME/Chair
Is Instructor Resources hidden?						
Is the CTL Resources link added?						
Are course specific resources added per the DevGuide?						
Is the WAC Google Site link added?						

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Third Party Tools	LMS Tech	CS	LMS	CS
LMS Tech, CS	Notes	Yes/No (Use “Comment” to explain)	FIXED? Date/Initial	Approved Date/Initial
Are Third-party tools in place (if applicable) • Naming Convention • Links (are they in place and in correct location within the course) • Finalize points in Grades tool				

Gradebook	CMS	CS	CL/SME/Chair	CMS	CS	CL/SME/Chair
CMS, CS, CL/SME/Chair	YES/NO	Yes/No (Use “Comment” to explain)	YES/NO	FIXED? Date/Initial	Approved Date/Initial	Approved Date/Initial
Are all Gradebook items present? <i>--Please make sure the items</i>						

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are listed in order the way it is shown in the DevGuide. --This includes any 3rd party grade sync activities						
Does Gradebook equal 1000? *will need to manually total						
Do all Gradebook items have the correct point value?						
Are all Gradebook items Associated with the correct Item --Manage Grades>Association Column						
Does the Gradebook match CIMS?						
Do all Dropboxes point value match the Gradebook point value?						
Are all Gradebook grading rubrics present and correct (if not assessed through a dropbox)?						

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Dropboxes	CMS	CS	CMS	CS
CMS, CS	YES/NO	Yes/No (Use “Comment” to explain)	FIXED? Date/Initial	Approved Date/Initial
Are all Dropboxes present?				
Are all Dropboxes labeled correctly? Assessment # Dropbox				
Do all Dropboxes have the correct point value? -Assignments Tab>More Actions>Preview to verify points are correctly set on Dropboxes				
Files Allowed Per Submission - Unlimited				
Submission - Only one submission allowed				
Are all Dropbox grading rubrics present and correct?				
Is TurnItIn enabled in all Dropboxes?				

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Quiz and Exam Settings

Please verify all the Quiz and Exam settings stated in the DEV Guide are transferred into Brightspace.

Quizzes	CMS	CS	CL/SME/Chair	CMS	CS	CL/SME/Chair
	YES/NO	Yes/No (Use “Comment” to explain)	YES/NO If no, explain or use a “Comment” to explain	FIXED? Date/Initial	Approved Date/Initial	Approved Date/Initial
Is Description showing? -Quiz > Preview						
Properties (CMS,CS)						
Are the Quiz points correct per question?						
Are the Quiz total points correct?						

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Restrictions					
Are the Quiz Time Limits entered correctly? <i>-Timing - “Time Limit Enforced”</i> <i>-Time Limit - per course</i> <i>-Grace Period - “5 minute(s) before flagged as exceeded time limit”</i>					
Is Special Access set correctly? <i>-Allow selected users special access to this quiz</i>					
Assessment					
Is Automatic Grade set correctly? <i>-Allow attempt to be set as graded immediately upon completion</i>					

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Is Auto Export to Grades set correctly? <i>-Allow automatic export to grades</i>						
Is the Attempts Allowed set per the DevGuide?						
Submission Views						
Is the Default View set correctly? <i>Date: Immediately Show Questions?</i> <i>Show all questions with user responses</i> <i>Show question answers: No</i> (unless other Settings are provided in the DEV Guide)						
Quiz Questions						
Are all Quiz questions showing						

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Date/Initial final approval.

correct content?				
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Please verify all links are working, content matches Dev guide, no typos, PDF Assignment instructions & rubric files uploaded and working properly. List any issues below.

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