TA T		
/\/	$\boldsymbol{\alpha}$	 •
/ V I		 ٠.

Cells that are "blacked out" indicate you are not required to audit that line item.

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

Cells that are "blacked out" indicate you are not required to audit that line item.

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.

Start Here Information	CMS	cs	CL/SME/Chair	смѕ	cs	CL/SME/Ch air
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	смѕ	cs	CL/SME/Ch air
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	смѕ	cs	CL/SME/Ch air
Is the correct Course Number and Course Name listed?						
Where Do I Find Help?	CMS	cs	CL/SME/Chair	смѕ	cs	CL/SME/Ch air
Is the content correct per the DevGuide?						
Outcomes						

Cells that are "blacked out" indicate you are not required to audit that line item.

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.

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/Ch air
Is the content correct per the DevGuide?						

Table of Contents	CMS	cs	CL/SME/Chair	CMS	cs	CL/SME/Ch air
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)	смѕ	cs	CL/SME/Chair	CMS	cs	CL/SME/Chai
						r

Cells that are "blacked out" indicate you are not required to audit that line item.

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.

Are all course-specific announcements added per the DevGuide?						
Resources (CMS/CS)	CMS	cs	CL/SME/Chair	смѕ	cs	CL/SME/Chai
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	смѕ	cs	CL/SME/Chai r
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?						

Cells that are "blacked out" indicate you are not required to audit that line item.

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.

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	смѕ	cs	CL/SME/Chair	смѕ	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?Please make sure the items						

Cells that are "blacked out" indicate you are not required to audit that line item.

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.

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 ItemManage 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)?			

Cells that are "blacked out" indicate you are not required to audit that line item.

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.

Dropboxes	смѕ	cs	смѕ	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?				

Cells that are "blacked out" indicate you are not required to audit that line item.

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.

Quiz and Exam Settings

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

Quizzes	смѕ	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?						

Cells that are "blacked out" indicate you are not required to audit that line item.

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.

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

Cells that are "blacked out" indicate you are not required to audit that line item.

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.

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

Cells that are "blacked out" indicate you are not required to audit that line item.

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.

correct content?			
ooncot oonton.			

Individual Assessment Changes

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.

Content			смѕ	cs	CL/SME/Chair
Assessment #	Page Name	Change Needed	FIXED? Date/Initial	Approved Date/Initial	Approved Date/Initial