



Capstone Requirements & Activities

In order to complete the Teaching Solutions program, faculty must complete the course activities and the capstone course created must meet 100% of the criteria listed below.

Module 1: Overview & Introductions

Capstone Course Criteria

- ☐ **Instructor Contact Information:** In addition to the course syllabus, your instructor contact information & personal image needs to be easily found. This could be on your course homepage, introductory module, or in your Canvas account profile.
- ☐ **Instructor Biography:** Create a biography (professional/personal) and add it in your Canvas profile, the course's introductory activity or elsewhere in the course.
- ☐ **Student Introduction Activity:** Create an area for students to introduce themselves to one another.
- ☐ **Course Overview Video:** Using Panopto or a similar tool, record a video that shares the purpose of the course and demonstrates to students how to navigate the course, what a typical week looks like, and where to locate important elements. Make sure to share your screen and webcam during the video. Embed or link to the video in your Canvas course. Most faculty **wait until the end** of Teaching Solutions to record their video.

Activity

- ☐ **Introduce Yourself Discussion:** Post a short introduction about yourself in the Teaching Solutions course.

Module 2: Course Documents

Capstone Course Criteria

- ☐ **Course Syllabus:** Your course syllabus should follow the NMC template and must be added into the "Syllabus" page located in the Canvas course navigation menu. If you created your course syllabus in a Word or Google Doc, you can copy/paste that content into the "Syllabus" page. Be sure to use the Accessibility Checker in Canvas to catch any issues.

- ☐ **Course Schedule/Itinerary:** Create a course calendar that outlines weeks/units, dates, reading assignments, due dates, etc. The Course Summary at the bottom of the Syllabus page in Canvas can work as a substitute for a schedule/itinerary document.

Activity

- ☐ **Submit your Syllabus:** Apply what you've learned in this module to the formatting of your course syllabus. Submit a link to your "Syllabus" page to the activity.

Module 3: Delivery and Instruction

Capstone Course Criteria

- ☐ **Manageable Segments:** Course content is logically organized by unit or week. Your capstone course should contain two or three weeks worth of content (you don't have to create a whole course).
- ☐ **Course Module Design:** Modules are consistently organized using wayfinding/navigation tools (text headers, indentation, time estimates) that help students navigate course content.

Activity

- ☐ **Instructor Presence Discussion:** Read and reflect on the article about establishing online instructor presence.

Module 4: Assessment and Feedback

Capstone Course Criteria

- ☐ **Feedback Loops:** The course features multiple opportunities to give feedback to students and to allow students to ask questions (Zoom office hours, discussions, assignments, etc.).
- ☐ **Assessment Opportunities:** The course features at least two different fully developed Canvas activity types (assignments, quizzes, or discussions).
- ☐ **Gradebook Design:** The Canvas course grade book has structure (groups and grade book items) and the structure matches the course syllabus.

Activity

- ☐ **Feedback Discussion:** Share your thoughts on feedback in the discussion forum in Canvas.

Module 5: Interaction

- ☐ **Interaction:** The course features multiple opportunities for student-to-student and student-to-instructor interaction (discussions, Zoom office hours, peer reviewed assignment activities, etc.).

Module 6: Technology and Learner Support

- ☐ **Tech Best Practices:** The course design follows best practices integrating technology (all links work, external links open in a new window, videos are streamed/not uploaded, etc.).
- ☐ **ADA Best Practices:** Course content and documents are designed using best practices in accessibility (high color contrast for text/background, alt text added to course images, document heading structure, closed captioning for videos, PDFs are accessible, etc.).
- ☐ **Online Services:** The course syllabus includes a link to the College Syllabus, includes an [image like this](#), or otherwise directs students to online services for online students.

Submitting your Capstone Course

- ☐ If you feel that your Capstone Canvas Course includes all of the items on this checklist, paste a link to your course shell in the “Submit Your Capstone Course” activity in the Teaching Solutions Canvas Course. We will review your project shortly and get back to you with feedback.