

October 2025

CMS Developer completes all items in orange

Auditors complete all items in blue

Brightspace ExcelTrack Audit Form

Course Number:

School:

CMS Developer:

LMS Tech:

CL or SME:

CS:

CS Audit Sign-Off:

Please initial column to indicate content has been reviewed. Indicate any error/correction, if any, needing to be made.

[Link to Build Guides](#)

Table of Contents	CMS	CS	CL/SME/Chair	CMS	CS/CL/SME/C hair
	YES/NO	YES/NO	YES/NO If no, explain or use "Comment" to explain	Approved Date/Initial	Approved Date/Initial

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Syllabus - links present and working - will not show until migration					
Course Resources (school-specific items may be included): • Learning Outcomes and Assessment					
Digital Book					
Academic Tools Are standard items listed per the Build Guide ? • Writing With Integrity • Academic Success Center • Library • Academic Writer Are course-specific items listed per the Dev guide?					
Instructor Resources Is Instructor Resources hidden? • Is the CTL Resources LOR item added? • Is the Writing Across the Curriculum (WAC) Resources LOR item added? Are course specific resources added per the Dev guide?					
Modules set up correctly Nomenclature • Modules are titled by agreed upon global verbiage. ○ Getting Started ○ Syllabus***					

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○ Course Resources*** ○ Digital Book*** ○ Academic Tools*** ○ Instructor Resources*** ○ Learn ○ Connect ○ Practice ○ Competency Assessment Module images and descriptions added per Master Module Build Guide.					
● Third-party tools in place (if applicable) ○ Review points per question ○ Release conditions if any ○ Naming Convention ○ Links (are they in place and in correct location within the course) ■ Is the link directed to the correct activity					
Release conditions present - Completes one attempt on Quiz: Readiness Check ● All modules EXCEPT Getting Started, Syllabus, and Instructor Resources ● Discussion forum ● Competency Assessment Dropbox					

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*Last module in the sequence ONLY (e.g. M5 if there are five modules) - Go to Survey link present - Verbiage added on Competency Assessment page per Master Module Build Guide					
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Readiness Check	CMS	CS	CL/SME/Chair	CMS	CS/CL/SME/C hair
	YES/NO	YES/NO	YES/NO If no, explain or use "Comment" to explain	FIXED? Date/Initial	Approved Date/Initial
Description displayed per Master Module Course Build Guide					
Allow attempt to be set as graded immediately upon completion					
Allow automatic export to grades					
Allows only one attempt					
Each answer option aligns with each question option					
Answers do not display when student is taking assessment					

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When student submits assessment they see item-level results (showing feedback for each question)					
Results display: - all questions without answers - show learner responses					

Competency Assessment	CMS	CS	CL/SME/Chair	CMS	CS/CL/SME/C hair
	YES/NO	YES/NO	YES/NO If no, explain or use "Comment" to explain	FIXED? Date/Initial	Approved Date/Initial
Points correct per Dev guide					
Competency Assessment Grading Rubric present and set as default scoring rubric					
TII enabled CMS only - Are all settings correct per Master Module Build Guide					

Gradebook	CMS	CS	CL/SME/Chair	CMS	CS/CL/SME/C hair
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	YES/NO	YES/NO	YES/NO If no, explain or use "Comment" to explain	FIXED? Date/Initial	Approved Date/Initial
Equals 1000					
Readiness Check: - present - associated with quiz - hidden and excluded from grade					
Competency Assessment: - present - associated correctly					

CLAs	CMS	CS	CL/SME/Chair	CMS	CS/CL/SME/C hair
	YES/NO	YES/NO	YES/NO If no, explain or use "Comment" to explain	FIXED? Date/Initial	Approved Date/Initial
CLA matches module number mapped correctly to CA dropbox or gradebook item (if assessed by third-party tool)					
GEL and/or PC present (if applicable) mapped correctly to CA dropbox or gradebook item (if assessed by third-party tool)					

Intelligent Agents	CMS	CS	CL/SME/Chair	CMS	/CS/CL/SME/C
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					hair
	YES/NO	YES/NO	YES/NO If no, explain or use "Comment" to explain	FIXED? Date/Initial	Approved Date/Initial
Are three standard participation IAs present? • 1 – Readiness Check Reminder • 2 – Competency Assessment Reminder • 3 – Unsuccessful Competency Assessment Reminder					
Are settings correct for each IA?: • Role in Classlist > Users with specific roles: Student • Release conditions					
Course specific IAs added (if applicable)					

Global Changes – Use this for changes that apply to all modules. Anything recorded here must be identical in each instance it occurs.

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

Global Change Needed	Notes	CMS	Auditor
		FIXED? Date/Initial	Approved Date/Initial

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Individual Module Changes (M1 Learn, M2 Connect Instructions, M5 Competency Assessment, etc.)

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

Module #	Change Needed	Notes	CMS	Auditor
			FIXED? Date/Initial	Approved Date/Initial

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[illegible]