

Seaport 3: Have You Checked?

Now that all your online course materials are in Seaport 3 and you think your course is ready - you **absolutely** need to run a check on key items to ensure they display and function correctly for your students.

Listed below are key areas that faculty should check to ensure that their course is set-up correctly and to avoid some of the common “glitches” that might occur during the term.

Seaport 3 Component	What to Check
Announcements	Open and close dates are correct. <i>*See “Course Announcements”</i>
Course Information Templates	All templates contain text where applicable. In other words, when you look at Course Information in Student View there is accurate information in each template. <i>*See “How to Begin” and other links under Course Information Templates.</i>
Course Information Templates - Course Profile	Instructor’s contact information is listed. Never use your personal email; always use your Coastline email in your contact information.
Course Lessons	Lesson Start Dates are correct. <i>*See “Edit Lesson” under Course Lessons</i>
Course Lesson Comments and/or Lesson Schedule	Coursework due dates are listed for every assessment.
Discussion Forums	Open and close dates are correct. <i>*See “How to Edit” under Discussion Forums</i>
Dropbox	Open and close dates are correct. <i>*See “How to Edit” under Dropbox</i>
Gradebook – Grading Scale	Grading Scale is correct. <i>*See “Setting up Grade Scale”</i>
Gradebook - Assessments List	<ul style="list-style-type: none"> • The Tool Type and Tool Title of all forums, quizzes, and dropboxes are set correctly. This is a common mistake. If you want quiz results to automatically populate your gradebook, the quiz needs to be linked to the gradebook. <i>*See “Setting up Assessments List”</i> • The total point value of all assessments is correct. <i>*See “Setting up Assessments List”</i> • Assessment Due by dates are correct. <i>*See “Setting up Assessments List”</i> • The Grade Status of any extra credit assessments are set to Extra Credit. <i>*See “Setting up Assessments List”</i>

* Refer to the Seaport 3 “How-To” documents located at the OLIT Faculty/Staff Support website.

Seaport 3: Have You Checked?

Scheduled Emails	Emails are set to Active and recipients have been selected. <i>*See "Scheduled EMails"</i>
Student Learning Outcomes	Assessment weights have been distributed to measure institutional, program, and course level SLOs. <i>*See "SLO Distribution" under Student Learning Outcomes (SLOs)</i>
Viewing as: Student - Course Lessons	Go through all the Course Lessons in the student view. <ul style="list-style-type: none">• Every link to a website or file is working.• Delete any reference to old dropbox links.• Delete any reference to previous quiz tools (Seaport2, TestPilot, QuizServer)• Images are displayed.• References to absolute dates are correct.
Viewing as: Student - Quizzes & Exams	All quizzes for the course are listed with correct open and close dates. Helpful tip: If you don't see any quizzes listed then you need to link the quiz to the lesson. <i>*See "Link a Tool to a Lesson" under Course Lessons.</i>

* Refer to the Seaport 3 "How-To" documents located at the OLIT Faculty/Staff Support website.