Making the Most of MyCourses AY2025

Course: Center for Teaching Excellence: Badges

Supportive and Easy to Navigate Course	Evidence Available 1 point	Evidence Not Available 0 points	Criterion Score
Content Tool Table of Contents	The Content tool's Table of Contents shows: • At least 4 modules including: a Welcome module, 2 modules that include content, activities, and assessments, and a Wrap-up module • The 2 modules that include content, activities and assessments should use a similar structure to ensure consistency from module to module	The Content tool's Table of Contents did not show: • At least 4 modules including: a Welcome module, 2 modules that include content, activities, and assessments, and a Wrap-up module • The 2 modules that include content, activities and assessments should use a similar structure to ensure consistency from module to module	/ 1

Supportive and Easy to Navigate Course	Evidence Available 1 point	Evidence Not Available 0 points	Criterion Score
Welcome Module	The Welcome module includes: • A welcoming message from the instructor • A syllabus (deconstructed or word or PDF) • An attendance verification activity	The Welcome module does not include: • A welcoming message from the instructor • A syllabus (deconstructed or word or PDF) • An attendance verification activity	/ 1

Supportive and Easy to Navigate Course	Evidence Available 1 point	Evidence Not Available 0 points	Criterion Score
Welcome Announcement	A welcome to the course announcement is available in the Announcement tool that includes: • The use of the {firstname} replacement string to personalize the announcement • Language that includes embedded links directing students to the syllabus and other content housed in the Welcome module • An embedded video from the instructor welcoming students to the course	A welcome to the course announcement is NOT available in the Announcement tool that includes: • The use of the {firstname} replacement string to personalize the announcement • Language that includes embedded links directing students to the syllabus and other content housed in the Welcome module • An embedded video from the instructor welcoming students to the course	/ 1

Easy to Navigate Syllabus	Evidence Available 1 point	Evidence Not Available 0 points	Criterion Score

Easy to Navigate Syllabus	Evidence Available 1 point	Evidence Not Available 0 points	Criterion Score
Deconstructed Syllabus	The Welcome module includes a deconstructed syllabus that includes: • The deconstructed syllabus as a submodule within the Welcome module • Each major section of the "syllabus" should be its own content item within the submodule	The Welcome module does not includes a deconstructed syllabus that includes: • The deconstructed syllabus as a submodule within the Welcome module • Each major section of the "syllabus" should be its own content item within the submodule	/ 1

Easy to Navigate Syllabus	Evidence Available 1 point	Evidence Not Available 0 points	Criterion Score
HTML Content	The Welcome module's deconstructed syllabus includes: • The content for the syllabus presented as a HTML file (not Word or PDF files) • The HTML files use the HTML templates provided within the HTML editor	The Welcome module's deconstructed syllabus does not include: • The content for the syllabus presented as a HTML file (not Word or PDF files) • The HTML files use the HTML templates provided within the HTML editor	/ 1
Intelligent Agents/Nudge	An intelligent agent set to nudge a student who has not viewed a particular content item contained within the deconstructed syllabus submodule is available. This can include an intelligent agent set to nudge/remind a student to view syllabus content such as attendance policies, grading policies, or tutoring information	An intelligent agent is not available to nudge a student who has not viewed a particular content item contained within the deconstructed syllabus submodule is available. This can include an intelligent agent set to nudge/remind a student to view syllabus content such as attendance policies, grading policies, or tutoring information	/ 1

Communicating Expectations	Evidence Available 1 point	Evidence Not Available 0 points	Criterion Score
TILTed Information Available	A module that displays a TILTed assignment/activity content item as well as a content item immediately following the TILTed content item that is linked to an assignment/activity such as a quiz, assignment dropbox, or discussion is available.	A module that displays a TILTed assignment/activity content item as well as a content item immediately following the TILTed content item that is linked to an assignment/activity such as a quiz, assignment dropbox, or discussion is not available.	/ 1
TILTed Information Presented as HTML	The TILTed assignment/activity is created as HTML content. The HTML content must include the purpose, task, and criteria.	The TILTed assignment/activity is not created as HTML content. The HTML content does not include the purpose, task, and criteria.	/ 1
HTML Template	The TILTed HTML content is formatted using a HTML template.	The TILTed HTML content is not formatted using a HTML template.	/ 1

Time Management	Evidence Available 1 point	Evidence Not Available 0 points	Criterion Score

Time Management	Evidence Available 1 point	Evidence Not Available 0 points	Criterion Score
Calendar Tool Due Dates	The Calendar tool includes all major due dates (assignment/assessment/activities), meeting times, major milestones (e.g. last day to drop), midterm and final exam dates.	The Calendar tool does not include all major due dates (assignment/assessment/activities), meeting times, major milestones (e.g. last day to drop), midterm and final exam dates.	/ 1
Course Schedule	The Content tool's Course Schedule includes all entries pulled from the Calendar tool.	The Content tool's Course Schedule does not include all entries pulled from the Calendar tool.	/ 1
Strategies and Tools in Syllabus	The deconstructed syllabus includes a content item that describes time management strategies/tools such as: recommendations for setting MyCourses notifications, downloading the Pulse app, and using the subscribe to calendar feature complete with links to appropriate knowledgebase articles.	The deconstructed syllabus does not include a content item that describes time management strategies/tools such as: recommendations for setting MyCourses notifications, downloading the Pulse app, and using the subscribe to calendar feature complete with links to appropriate knowledgebase articles.	/ 1

Humanizing Your Course	Evidence Available 1 point	Evidence Not Available 0 points	Criterion Score

Humanizing Your Course	Evidence Available 1 point	Evidence Not Available 0 points	Criterion Score
Preferred Name/Pronouns	The syllabus or welcome message provides students with assistance on setting a preferred first name and instructions for updating and/or sharing personal pronouns in MyCourses.	The syllabus or welcome message does not provide students with assistance on setting a preferred first name and instructions for updating and/or sharing personal pronouns in MyCourses.	/ 1
Welcome Survey	There is a survey available in the Welcome module that asks students to share: 1) Why they are taking the course 2) What they hope to get out of the course.	No survey available in the Welcome module that asks students to share: 1) Why they are taking the course 2) What they hope to get out of the course.	/ 1
End-of Course or Module Survey	There is an end-of-course or end-of-module survey available that asks students to provide feedback on course design. The survey should include questions that ask students to provide feedback on what went well, what did not go well, and suggestions they have for future students.	There is no end-of-course or end-of-module survey available that asks students to provide feedback on course design. The survey does not include questions that ask students to provide feedback on what went well, what did not go well, and suggestions they have for future students.	/ 1

Engagement with Readings	Evidence Available 1 point	Evidence Not Available 0 points	Criterion Score
Calendar Dates for Reading Assignments	The Calendar tool shows due dates for reading assignments.	The Calendar tool does not show due dates for reading assignments.	/ 1
Best Practices for Readings	The syllabus or welcome message includes student best practices for readings such as: • Recommendation to add time to the calendar/study plan for reading via MyCourses and/or Claw Mail • Recommendation to chunk reading sessions in to 45 minute or less sessions • Metacognitive Reading Strategies	The syllabus or welcome message does not include student best practices for readings such as: • Recommendation to add time to the calendar/study plan for reading via MyCourses and/or Claw Mail • Recommendation to chunk reading sessions in to 45 minute or less sessions • Metacognitive Reading Strategies	/ 1
Reading Assignment	There is a reading assignment (ungraded or graded) available via the Assignment tool, Survey tool, Discussion tool or Perusall.	There is no reading assignment (ungraded or graded) available via the Assignment tool, Survey tool, Discussion tool or Perusall.	/ 1

Engagement with Videos	Evidence Available 1 point	Evidence Not Available 0 points	Criterion Score
Calendar Dates for Videos	The Calendar tool shows due dates for viewing video/ video assignments.	The Calendar tool does not show due dates for viewing video/ video assignments.	/ 1
Calendar Dates for Online Meetings	The Calendar tool shows meeting dates for Zoom (or similar) meetings (synchronous class sessions or appointments).	The Calendar tool does not show meeting dates for Zoom (or similar) meetings (synchronous class sessions or appointments).	/ 1
Video Assignment	A video assignment (ungraded or graded) is available via the Assignment tool, Discussion tool or Kaltura Video Quiz.	A video assignment (ungraded or graded) is not available via the Assignment tool, Discussion tool or Kaltura Video Quiz.	/ 1

Digital Content	Evidence Available 1 point	Evidence Not Available 0 points	Criterion Score
Kaufman Library Resources	The syllabus includes information regarding availability of Kaufman Library resources such as: • Accessing Library Databases from on and/or off Campus • Ask a Librarian • LibGuides	The syllabus does not include information regarding availability of Kaufman Library resources such as: • Accessing Library Databases from on and/or off Campus • Ask a Librarian • LibGuides	/ 1

Digital Content	Evidence Available 1 point	Evidence Not Available 0 points	Criterion Score
Digital Video Content	The course includes digital video content from sources like Films on Demand, Swank, or Kanopy in a Content module. This might include embedding video in a HTML file, discussion, or assignment.	The course does not include digital video content from sources like Films on Demand, Swank, or Kanopy in a Content module. This might include embedding video in a HTML file, discussion, or assignment.	/ 1
Electronic Texts/Articles	The course includes electronic texts or articles in a Content module. This might include linking the text in a HTML file, discussion, or assignment.	The course does not include electronic texts or articles in a Content module. This might include linking the text in a HTML file, discussion, or assignment.	/ 1

Assessing Students	Evidence Available 1 point	Evidence Not Available 0 points	Criterion Score
Practice Assessment	A low stakes, practice assessment is available during the first week of the semester that includes proctoring setup, if applicable. The practice assessment may be created using the Quiz, Assignment, or Discussion tool.	A low stakes, practice assessment is not available during the first week of the semester that includes proctoring setup, if applicable. The practice assessment may be created using the Quiz, Assignment, or Discussion tool.	/ 1

Assessing Students	Evidence Available 1 point	Evidence Not Available 0 points	Criterion Score
Requirements/Expectations	The syllabus includes information on proctoring requirements or expectations related to the use of artificial intelligence (AI) enabled technologies.	The syllabus does not include information on proctoring requirements or expectations related to the use of artificial intelligence (AI) enabled technologies.	/ 1
Rubrics	The course includes a rubric created using the Rubric tool. The rubric is linked to TILTed information AND the rubric is attached to an assignment created using the Assignment or Discussion tool.	The course does not include a rubric created using the Rubric tool. The rubric is linked to TILTed information AND the rubric is attached to an assignment created using the Assignment or Discussion tool.	/ 1

Total	/ 27

Overall Score

Badge Awarded 20 points minimum	Badge Not Awarded 0 points minimum