

FOL Essentials Checklist

Adapted from the [Fanshawe College Policy Manual](#) Policy A115 – Standard 1: LMS Minimum Course Requirements

To support the College strategic goal to advance the use of E-learning methodologies and technologies to ensure all students are provided the opportunity to access flexible learning options, this document describes the essential FanshaweOnline (FOL) elements (the minimum standard) expected for all Fanshawe College courses in accordance with College policy A115.

As such, each Fanshawe College course shall use FanshaweOnline as the platform for teaching and learning, and every course will include the following components:

Before Classes

Assessment Schedule

- Include evaluation details – Dates/Times of Assignment/Test deadlines
- Include topics being covered in class and any preparation/activities
HTML Template Provided

College Information

- Links to Health and Safety and Student Policy Information must be posted on the Content page
HTML Template Provided

Gradebook

- Complete gradebook customized for the course

Instructor Information

- Include Full name, e-mail, work phone, office location, and available contact hours
Homepage Widget

Assignment Details

- Outline assessments (provide due date again)
- Include descriptions and evaluation criteria
- Outline Submission Procedures
HTML Template Provided – Drop down menu

Communication Expectations

- Communication expectations, including email response times
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The College standard is to provide responses to student emails on a timely basis. Recommended response time is no more than three business days. The College recognizes that consistent, fair, and timely evaluation is an important part of good teaching and contributes to student success. Recommended response time for evaluation is no more than ten business days.

Course Resources

- Include information for any textbooks etc. required
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Welcome Message

- Message welcoming students to the course is posted before student access

During the Term

Announcements

- Instructors post regular announcements in the News section

Content

- Any content posted is in logical and appropriate units/categories
- Posted content reflects and supports in-class content

Grading

Grading

- Grading of assignments is done in a timely manner
- Grades are imputed in course gradebook as completed

Midterms Grades

- Midterm grading is complete by the deadline (end of week 7 – details to follow)

Final Grades

- Final grading is completed by the deadline (end of week 15 – details to follow)

If you require any help or have any question about FOL, please contact your educational support technologist.