

**Information Technology Services - Sherrod Library Room 118, Box 70284**

**Online Course Ready-to-Review Checklist**

*Follow these steps to make sure your course is ready.*

## Self-Assessment

*The attached rubric is the same standard that ATS will use to review your course. Completing the self-assessment can often highlight areas that you thought were complete, but are not quite ready.*

**1.**  Complete the attached [Self-Assessment](http://www.etsu.edu/onlinehelp/course_development/reviewprocess.php#selfassessment).

**2.**  Make sure all links in the course are working.

**3.**  Make sure all required syllabus statements are included.

## Submission and Communication

*Reach out to ATS and let us know the course is completely developed, self-assessed, and ready for an official review.*

**4.**  Communicate with ATS that the course is ready

**5.**  Attach your completed [Self-Assessment](http://www.etsu.edu/onlinehelp/course_development/reviewprocess.php#selfassessment).

**5a.**  Make sure to include the section and semester or the development site that ATS should review.

## Recommendations and Revisions

*ATS will respond with required and recommended changes as appropriate. Required changes must be made before the course can be approved. Once the course has met the minimum requirements, you can choose to continue to update the course with the recommendations in order to receive a higher score. Updated courses can be resubmitted for a further review once every 30 days.*

**6.**  Make any required or desired revisions.

**7.**  [Communicate with ATS](mailto:dubayc@etsu.edu) to re-review the course.

**7a.**  Include any revisions that have been made since the last review.

## Approval and Extra Compensation

*Once you are satisfied with your score and ready to receive the appropriate extra compensation, submit your request to ATS. The course will be automatically submitted six months after the approval date.*

**8.**  Submit the [Extra Compensation Agreement Form](http://www.etsu.edu/onlinehelp/course_development/reviewprocess.php#approval).