

# Essential Elements Scanner Tool – Specifications Document

A custom tool developed by the OLC that will help Instructors identify components of their course that do not satisfy requirements outlined in the [Essential Elements Checklist](#).

The **Essential Elements Scanner** does the following:

- Check the exact naming of a required Module called “Course Information”.
  - In cases where a variation on “Course Information” is found, users can click a button to allow the scanner to rename the Module so that it does not need to be done manually.
  - Check that the Module is correctly ordered as the first visible item in Table of Contents.
    - Hidden Modules such as “Instructor Only Resources” can be positioned before.
- Check for individual pages “Welcome to the Course”, and “Instructional Plan”.
  - Check that the pages exist in the Content area of the course.
  - Check that the pages are correctly positioned in the “Course Information” Module.
    - The “Welcome” page should be the first item within “Course Information”.
- Check the exact naming of a required Module called “Evaluations”.
  - In cases where a variation on “Evaluations” is found, users can click a button to allow the scanner to rename the Module so that it does not need to be done manually.
  - Check that there is at least one Topic per Grade Item in the course. \*Some exceptions.
  - Check that all Assessment tools (Assignments, Quizzes, Discussions) associated with a Grade Item are directly linked in the “Evaluations” Module using “Existing Activities...”.
- Check that learning material Modules follows the convention of “Week 1”, “Week 2”, etc.
  - Alternate naming is accepted for courses not scheduled to run for standard 15 weeks.
  - Check that there are no weekly material Modules missing from the Table of Contents.
    - This includes a weekly materials Module for “Student Success Week”, which will commonly be “Week 8: Student Success” but may fall on other weeks.
  - Check that there is at least one content item populated in each weekly material Module.
    - An exception is made if the weekly material Module Title or Module Description that contains “Student Success”. For example, “Week 8: Student Success”.
- Check that all Grade Items and Grade Categories have a combined weight of 100%.
  - Courses that do not use the Weighted grade scheme are not evaluated by the scanner.
- Check that there are no items with Date Restrictions set outside the course Start / End Dates.
  - Checks for dates in: Assignments, Calendar, Checklists, Content, Discussions, Quizzes.
  - Only Assessments that are graded *and* have dates outside the Start / End period will result in an incomplete status. For example, previous versions of exams with past dates (making them not visible to students) are fine if they are not associated with a grade.

The **Essential Elements Scanner** will be presented to faculty members in 2 ways:

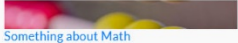
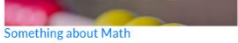
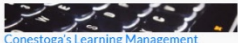


- 1) As a centrally located tool. Instructors will navigate into the [Instructor Tools](#) course and select the “Essential Elements Scanner” tool. This will bring them to a Dashboard that defaults to displaying all **current term** courses where they are an **Instructor**. Other terms (and permanent courses such as Models) can be selected and viewed using a dropdown menu. *See Appendix A.*
- 2) As a new element on the default Course Homepage. Instructors will see a summary of the Essential Elements Scanner results for the **current course** below the banner. This will not be visible to Students. Instructors can click a “Review” button to see the detailed breakdown of the scan, including recommendations. Instructors can also click “Dismiss” button which will permanently hide the summary results on the Course Homepage. Even if dismissed, the same information will always be visible on the centrally located Dashboard page. *See Appendix B.*

## Appendix A: Essential Elements Scanner Central Tool (Dashboard)


Central tool displaying Current Courses. Instructor can use dropdown menu to select additional terms. Clicking the “Refresh” button will re-scan the course and will update the results for that course.

Essential Elements Scanner 🔍 🔄 ⏪ ⏩

21S Save Excel Print Data Search:

Term	Code	Sec	Title	Start	End	Scan	View
21S	MATH1234	6	 Something about Math	2021-05-14	2021-08-22	90%	🔄 📄
21S	MATH1234	9	 Something about Math	2021-05-14	2021-08-22	60%	🔄 📄
21S	EDEV0660	1	 Conestoga's Learning Management	2021-04-29	2021-05-17	60%	🔄 📄
21S	EDEV0660	2	 Conestoga's Learning Management	2021-05-27	2021-06-14	50%	🔄 📄
21S	EDEV0660	4	 Conestoga's Learning Management	2021-08-05	2021-08-23	20%	🔄 📄

Instructor can click “+” button to expand details / breakdown of scanned results for each element. Clicking the “More Information” button once in the expanded view will reveal personalized details.

Term	Code	Sec	Title	Start	End	Scan	View
21S	MATH1234	6	 Something about Math	2021-05-14	2021-08-22	90%	🔄 📄

**Scan Results: 9 / 10**

**Course Information: 3 / 3**

The Course Information Module is an important section to include in the Content area of every course. Since it provides important overview documents, it should be the first Module in your Table of Contents.

- ✓ Course Information Module 📄
- ✓ Welcome Message 📄
- ✓ Instructional Plan Document 📄

**Evaluations Module: 2 / 3**

The Evaluations Module should include a topic for each evaluation item which includes clear requirements (e.g., instructions, how to submit, location and format of tests, etc.). Provide a rubric, weighting or marking scheme for each evaluation. Where possible, add links to any of the eConestoga assessment tools you may be using for evaluations.

- ✓ Evaluations Module 📄
- ✗ Evaluations Items 📄

Every Grade Item that has a weight > 0 should have a corresponding Content Topic in the "Evaluations" Module.

You do have an "Evaluations" Module in your course, however the scan determined it is missing certain elements.

There should be at least one Content Topic for every Grade Item in your course. This scan found a total of 8 Grade Items and a total of 3 Content Topics in the "Evaluations" Module.
- ✓ Evaluations Links 📄

**Content for Course Learning: 2 / 2**

Add a Module for each week (or unit for non week-based deliveries). Be sure all PowerPoints, resources, videos, and links are easy to navigate, clearly titled, and accessible.

- ✓ Weekly Materials Organization 📄
- ✓ Weekly Materials Contents 📄

**Grade Items and Course Dates: 2 / 2**

Add grade items into the "Grades" section under Course Tools and enter grades here as soon as items are marked. Note: 40% of the course evaluations should be completed by the mid-point of the semester. Dates set within eConestoga should be within the current semester.

- ✓ Grade Items 📄
- ✓ Course Dates 📄

## Appendix B: Essential Elements Scanner Homepage Summary (Widget)

Course Homepage Widget displaying Essential Elements Scanner summary for the current section.

The screenshot shows the course homepage for 'MATH1234-21S-Sec6-Something about Math'. At the top, there is a navigation bar with 'Content', 'Course Tools', 'Course Admin', 'Faculty Support', and 'Contact Us'. Below this is a banner with the course title. The main content area features a '90% Essential Elements Scan' widget with 'Review' and 'Dismiss' buttons. To the right, there is a 'Next Live Meeting' section for 'JUL 21' from 1:00 PM to 1:30 PM. Below the scan widget, there is an 'Announcements' section for 'Week 1' with a post from Nathan Gardi dated July 14, 2021, reminding users to review materials and attend a Zoom meeting on Thursday.

After clicking the “Review” button, a popup is presented with the itemized breakdown from the scan.

The popup displays the scan results for 'MATH1234-21S-Sec6-Something about Math'. It shows a total score of 9 / 10. The results are categorized into three sections: 'Course Information: 3 / 3', 'Evaluations Module: 2 / 3', and 'Evaluations Items'. The 'Course Information' section lists 'Course Information Module', 'Welcome Message', and 'Instructional Plan Document', all of which are marked as complete with green checkmarks. The 'Evaluations Module' section lists 'Evaluations Module' as complete. The 'Evaluations Items' section lists 'Evaluations Items' as incomplete, marked with a red 'x'. A detailed message explains that every grade item with a weight greater than 0 must have a corresponding content topic in the 'Evaluations' module. It notes that the user has an 'Evaluations' module but is missing certain elements, and that there should be at least one content topic for every grade item, with a total of 8 found.

After clicking the “Dismiss” button, a popup confirms the scanner results will be removed from the homepage. However, the same results will always still be accessible in the centrally located Dashboard.

The popup is titled 'Confirm Dismiss Essential Elements Scan'. It contains the following text: 'By confirming, you will remove the Essential Elements Scanner results from being displayed on this course homepage for yourself and any other users attached with the role of Instructor. Note that you will still be able to access the Essential Elements Scanner results for this course and all others by going to the centrally located [Essential Elements Scanner Dashboard](#).' At the bottom right, there are two buttons: 'Confirm' and 'Cancel'.