

Start of Semester Checklist

- Clean out any old announcements or calendar entries

- If there is an e-pack or electronic publisher material,
 Let Info Tech know and allow time to review the e-pack before incorporating into the class.

- Update Contact Information

- Do you need to add a new welcome message?

- Do you have all the modules/chapters and weeks.

- Check the discussion topics: make sure they are all listed.

- Check all the tests and quizzes to make sure they are working.

- Does each section have the components you anticipated?(readings, assignments, quizzes, web sites)

- Check the instructions to make sure they are clear and spell checked.

- Check to make sure **ALL** the links work using the student view and Teaching view.

- Look to make sure dates on assignments and announcements or assessments are right.
 Make sure selective release and other dates don't conflict.
 Use either the date range on the tool or selective release not both.

- Check the dates that the information will be released match your syllabus

- Check the grading points or scheme: points that reflect outcome of course competencies verses grades
 reflecting non-credit competence like effort and participation.

- Prepare an email/letters for students if needed.