

Before Your Course Starts: A Checklist

Use this checklist to help you prepare before your online course begins. This list is not an exhaustive list of all tasks you may need to complete, but rather a reminder of many typical housekeeping items you will want to check prior to the start of a course.

Via Email:

- _____ One-two weeks prior to the course start date, send an email to your class with login and course details. Here is one example of a [welcome email](#).
- _____ Attach a copy of the course syllabus and schedule.

In D2L Brightspace:

➤ Course Start / End Dates

_____ Course access dates for students, by default, are linked to the dates listed in the [Course Schedule](#). Consider [opening the course early](#) for students to confirm login and become acquainted with the course navigation prior to the start of the course. Also consider extending the closing date of the course so students can access any feedback posted on final assignments and assessments.

➤ Course Home Page

_____ Is there a **welcome note** in **Announcements**?

_____ Does the welcome note sufficiently help students know what to do first?

_____ Is your welcome note signed how you would like students to address you? (i.e. Dr., Prof., first name, etc.)

➤ Content

_____ Is the Course Syllabus posted?

Within the Syllabus:

_____ Confirm textbook information is accurate.

_____ Double-check points system and assignments.

_____ Review office hours and contact information.

_____ Update all dates.

_____ Confirm all links still work.

_____ Is there an Instructor Introduction/Bio document or video? *(This could be posted in Discussions as an alternative.)*

_____ Are all Modules and Topics in appropriate Published or Draft status?

_____ Is there a document with all course due dates listed? *(Not applicable if all due dates are posted in the Calendar tool.)*

_____ Have all assignments been updated with most recent instructions?

_____ Do all links within Content still work?

➤ **Calendar**

_____ Are all due dates posted in the Calendar tool? *(Can post in a document in Content as an alternative to using the Calendar tool.)*

➤ **Discussion**

_____ Is there a “Q&A” or “Raise Your Hand” or similar all-class discussion forum?

_____ Is there an “Introductions” discussion? *(Have you posted your introduction?)*

_____ Are locking/availability dates set?

➤ **Grades**

_____ Have you confirmed settings in the Setup Wizard?

_____ Have new grade items been added for new assignments, or points adjusted for modified assignments?

_____ Have you appropriately released or not released the final grade (per your preference)?

➤ **Quizzes**

_____ Are the dates set for when the quiz should be available?

_____ Are quizzes set to “Active”?

_____ Are quizzes linked to the Grades tool if appropriate?

➤ **Assignments**

_____ Are all Start, Due, and End dates set appropriately?

For More Information

Please contact Information Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.