

**| Semester Start** **| Instructor Checklist**

|  |  |  |
| --- | --- | --- |
| **Category** | **Item** | **Additional Comments** |[ ]
| **Course Shell Verification** |  |  |[ ]
|  | Verify your course shell has been created (or create it) | Your course shell may be created via SIS integration. Contact your D2L admin to be sure. |[ ]
|  | Confirm course name | This information may come from SIS integration. Contact your D2L admin to be sure. |[ ]
|  | Confirm course start date | This information may come from SIS integration. Contact your D2L admin to be sure. |[ ]
|  | Confirm course start time | This information may come from SIS integration. Contact your D2L admin to be sure. |[ ]
|  | Confirm course active/inactive status | This information may come from SIS integration. Contact your D2L admin to be sure. |[ ]
| **Enroll** |  |  |[ ]
|  | Request enrollment of other instructors, TA's, course developers, etc. into courses |  |[ ]
| **Build Course Content** |  |  |[ ]
|  | Build course content. | Copy or import course components |[ ]
|  | Update all course dates (due dates, date restrictions, etc.) | Verify any other restrictions, selective releases, calendar dates, etc. |[ ]
|  | Update dates in Content pages | Manually check |[ ]
|  | Update all course content and any problem areas |  |[ ]
|  | Add and verify Dropbox assignments |  |[ ]
|  | Add and verify Quizzes (preview) | SIS integration or manual, if using Bulk user management, test CSV upload in advance |[ ]
|  | Add and verify grade items and associations |  |[ ]
|  | Update Discussions area and include your introduction | Introduce yourself, make it current |[ ]
|  | Make sure everything is working within your course | Check links |[ ]
|  | Make sure all third party integrations are working | Adobe Connect, publisher content, database media |[ ]
|  | Add new welcome announcement / video / audio |  |[ ]
|  | Update syllabus and schedule with all current semester information |  |[ ]
|  | Update orientation video or instructions | Student orientation videos, create custom course navigation |[ ]
|  | Navbars and homepages | Review your course homepage and navbar and work with your D2L admin if changes are needed |[ ]
| **Student Enrollments** |  |  |[ ]
|  | Update your class groups |  |[ ]
|  | Verify student enrollment between D2L and RaiderNet | Contact your D2L admin (CTAT) with any discrepancies |[ ]
|  | Can end users forward email? |  |[ ]
|  | Welcome email to students |  |[ ]