



| Semester Start | Instructor Checklist

Category	Item	Additional Comments	<input type="checkbox"/>
Course Shell Verification			<input type="checkbox"/>
	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.	<input type="checkbox"/>
	Confirm course name	This information may come from SIS integration. Contact your D2L admin to be sure.	<input type="checkbox"/>
	Confirm course start date	This information may come from SIS integration. Contact your D2L admin to be sure.	<input type="checkbox"/>
	Confirm course start time	This information may come from SIS integration. Contact your D2L admin to be sure.	<input type="checkbox"/>
	Confirm course active/inactive status	This information may come from SIS integration. Contact your D2L admin to be sure.	<input type="checkbox"/>
Enroll			<input type="checkbox"/>
	Request enrollment of other instructors, TA's, course developers, etc. into courses		<input type="checkbox"/>
Build Course Content			<input type="checkbox"/>
	Build course content.	Copy or import course components	<input type="checkbox"/>
	Update all course dates (due dates, date restrictions, etc.)	Verify any other restrictions, selective releases, calendar dates, etc.	<input type="checkbox"/>
	Update dates in Content pages	Manually check	<input type="checkbox"/>
	Update all course content and any problem areas		<input type="checkbox"/>
	Add and verify Dropbox assignments		<input type="checkbox"/>
	Add and verify Quizzes (preview)	SIS integration or manual, if using Bulk user management, test CSV upload in advance	<input type="checkbox"/>
	Add and verify grade items and associations		<input type="checkbox"/>
	Update Discussions area and include your introduction	Introduce yourself, make it current	<input type="checkbox"/>
	Make sure everything is working within your course	Check links	<input type="checkbox"/>
	Make sure all third party integrations are working	Adobe Connect, publisher content, database media	<input type="checkbox"/>

	Add new welcome announcement / video / audio		<input type="checkbox"/>
	Update syllabus and schedule with all current semester information		<input type="checkbox"/>
	Update orientation video or instructions	Student orientation videos, create custom course navigation	<input type="checkbox"/>
	Navbars and homepages	Review your course homepage and navbar and work with your D2L admin if changes are needed	<input type="checkbox"/>
Student Enrollments			<input type="checkbox"/>
	Update your class groups		<input type="checkbox"/>
	Verify student enrollment between D2L and RaiderNet	Contact your D2L admin (CTAT) with any discrepancies	<input type="checkbox"/>
	Can end users forward email?		<input type="checkbox"/>
	Welcome email to students		<input type="checkbox"/>