

Is Your Course Ready?

This checklist will help you determine if your course is ready for the new semester. These items pertain to the new section; do not remove items from previous courses.

COURSE NAME:

COURSE COPY/UPDATES

- Content has been built, copied, or imported to course shell.
- Old discussion posts have been deleted (default) and add starter posts if required
- Group discussions have been checked (old posts removed; starter posts added, if required)
- Old announcements have been removed or made unavailable if they will be reused.
- Wiki pages have been added to wikis (they are deleted during course copy).
- Links (internal and external) have been validated.
- Dates have been updated (including due dates for items, class schedule, etc.).
- Check that SafeAssign is enabled on any assignments using the SafeAssign tool.

CONTENT DEVELOPMENT

- Course content and design meets course quality standards.
- All graded items are included in the Grade Center with correct points possible.
- Content availability settings are correct (open and close dates/times).
- Settings for assessments have been applied (availability, due dates, timers, etc.).
- If weighting grades, categories are correct (no duplicates) and are weighted properly.
- If weighting grades, graded items are assigned to the correct category.

COURSE INFORMATION

- Instructor information is correct.
- Course introduction is correct.
- Syllabus is up-to-date and includes a grading scale.
- Students are advised about technical support and software/hardware requirements.
- Students are reminded about the Student Tutorial in Blackboard.

FIRST DAY OF CLASS

- A Welcome Announcement is posted and tells students where to start.
- An icebreaker activity is available (introduction blog or discussion, etc.).