

DL/Online Instructor Pre-Semester Start-up Checklist

Before the semester starts, please review the following items to ensure that your course is ready for students.

1. Review the content in the Course Orientation section to verify that:

- Your instructor contact information is accurate
- All information in the course outline is correct
- The newest course outline template has been used
- Any changes to the course outline have been approved by your program chair
- The correct instructor introduction letter has been posted
- The course schedule is still accurate and clear for students

2. Browse through your course to ensure that:

- The student roster is accurate
- The gradebook accurately reflects the assignments in the course and their designated weightings
- The links to course resources are all live and working
- Quiz and exam time limits are set and deadlines are clearly posted
- Assignment due dates are correct and reflect the current semester
- Ensure due dates are consistent throughout the course outline, course schedule, and Canvas Calendar (if used)

3. Visit the online discussion assignments in the course to:

- Ensure old discussions are cleared out
- Ensure new threads have been set up

4. If students are required to write invigilated exams, you must:

- Set the dates for the exams; this includes the start and end dates and times, if applicable.
- Contact Testing Services to inform them of your test parameters. They will need to know:
 - Your contact information
 - The open/close dates for exams
 - Any special requirements (use of calculator/textbook)
 - Your policies regarding a missed exam or any extensions granted to students