Online Course Beginning of Semester Checklist

To prepare your online course to welcome students, please ensure the following items are completed two weeks before the beginning of the semester:

☐ The syllabus is posted and easily accessible to students
   Post the syllabus under the learning module labeled as "Welcome: Begin Here!"

☐ The course schedule is posted and easily accessible to students
   Post the course schedule under the learning module labeled as "Welcome: Begin Here!"

☐ Under the learning module labeled as "Welcome: Begin Here!" you will see a page called "About Your Instructor," please make sure to update this page.

☐ The due dates for the assignments matches the course schedule/syllabus

☐ The gradebook is fully functioning and contains all the assignments from the course

☐ A new welcome announcement has been posted

☐ Publish your course