

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 ID:

Course Copy/Updates

- Content has been built, copied, or imported to course shell.
- Old discussion posts have been deleted.
- Old announcements have been removed or made unavailable if they will be reused.
- Links (internal and external) have been validated.
- Dates have been updated (including due dates for items, class schedule, etc.).

Content Development

- Course content and design meets [Course Essentials](#) 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

- [Enrollment verification](#) is included in course.
- A Welcome Announcement is posted and tells students where to start.
- An icebreaker activity is available (introduction discussion, etc.).