Before Your Course Starts: A Checklist

Use this checklist to help you prepare before your online course begins. This list is not an exhaustive list of all tasks you may need to complete, but rather a reminder of many typical housekeeping items you will want to check prior to the start of a course.

Via Email:

- One-two weeks prior to the course start date, send an email to your class with login and course details. Here is one example of a welcome email.

- Attach a copy of the course syllabus and schedule.

In D2L Brightspace:

- Course Start / End Dates

  - Course access dates for students, by default, are linked to the dates listed in the Course Schedule. Consider opening the course early for students to confirm login and become acquainted with the course navigation prior to the start of the course. Also consider extending the closing date of the course so students can access any feedback posted on final assignments and assessments.

- Course Home Page

  - Is there a welcome note in Announcements?

    - Does the welcome note sufficiently help students know what to do first?

    - Is your welcome note signed how you would like students to address you? (i.e. Dr., Prof., first name, etc.)

- Content

  - Is the Course Syllabus posted?

    Within the Syllabus:

    - Confirm textbook information is accurate.

    - Double-check points system and assignments.

    - Review office hours and contact information.

    - Update all dates.

    - Confirm all links still work.
___ Is there an Instructor Introduction/Bio document or video? (*This could be posted in Discussions as an alternative.*)

___ Are all Modules and Topics in appropriate Published or Draft status?

___ Is there a document with all course due dates listed? (*Not applicable if all due dates are posted in the Calendar tool.*)

___ Have all assignments been updated with most recent instructions?

___ Do all links within Content still work?

► Calendar

___ Are all due dates posted in the Calendar tool? (*Can post in a document in Content as an alternative to using the Calendar tool.*)

► Discussion

___ Is there a “Q&A” or “Raise Your Hand” or similar all-class discussion forum?

___ Is there an “Introductions” discussion? (*Have you posted your introduction?*)

___ Are locking/availability dates set?

► Grades

___ Have you confirmed settings in the Setup Wizard?

___ Have new grade items been added for new assignments, or points adjusted for modified assignments?

___ Have you appropriately released or not released the final grade (per your preference)?

► Quizzes

___ Are the dates set for when the quiz should be available?

___ Are quizzes set to “Active”?

___ Are quizzes linked to the Grades tool if appropriate?

► Assignments

___ Are all Start, Due, and End dates set appropriately?

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**For More Information**

Please contact Information Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.