

Term Preparation:

Instructor Checklist

Please use this checklist to ensure your course is ready for launch. You may prefer to make some or all of these changes on your own, or you may request that your Faculty Support Specialist process the changes (please provide a detailed list of changes needed and allow 3 to 5 business days for processing).

Syllabus

- Add telephone number (optional).
- Include email address.
- Verify course description aligns with the student handbook.
- Ensure required textbook(s) and materials are up-to-date.
- Update course calendar/due dates (if included).
- Verify an assignment overview is included (with grade weights).
- Include a grade scale.

Profile Contact Information

Locate the **Administration** block and expand the **My profile settings** menu; click **Edit profile**. Verify the following information is included and current:

- Telephone number (optional)
- Email address
- [Forum subscribe and tracking settings](#)
- Your biography (located in **Description**)
- Current photograph

Assignments

Locate the **Activities** block and click **Assignments** to list all of your assignments.

- [Set open, close, and cut-off dates and times](#) (optional).
- Verify submission types and feedback options.
- Confirm maximum grade.

Forums

Locate the **Activities** block and click **Forums** to list all of your forums.

- [Confirm aggregate type and scale](#) (grade).

Quizzes

Locate the **Activities** block and click **Quizzes** to list all of your quizzes.

- Set open and close dates and time limit (optional).
- Check the number of attempts.
- [Confirm maximum grade.](#)
- Verify points per question.

Gradebook

Locate the **Administration** block and click the **Grades** hyperlink.

Select **Setup**:

- Check to ensure assignments are in correct categories.
- Align category aggregation methods, weights, or points with syllabus.

Select **Letters; View**:

- Verify grade letters are correct.

Course Content

- [Hide topics or items to control course pace](#) (optional).
- [Establish groups](#) (optional).