Course Prep Checklist

☐ Activate custom Navbar and/or Homepage if needed

☐ Delete unneeded News items

☐ Check News items for information that needs to be updated

☐ Check any custom widgets for information that needs to be updated

☐ Update course syllabus

☐ Check each Course topic and document – Does it open? Does it need to be updated? Does it have dates which need to be updated? Do all links work?

☐ Check for dead links to external resources, especially external videos

☐ Set Start Dates on Content modules according to Syllabus
  * Do not set Start Dates on topics unless different from the containing module
  * Do not set End Dates on modules or topics

☐ Set Start/Due/End dates for Dropboxes and Quizzes (either from Content page or from Dropbox or Quiz tool)

☐ Set Visibility Start dates and Locking End dates for Discussions from Discussion tool

☐ Check Groups for correct enrollments – If using auto-enroll, students enrolled before the course content was copied in will need to be added to groups

☐ Re-check group enrollments right after course start