



## Semester Ready | Instructor Checklist

Task	Additional Comments & Resources
<b>1. Course Shell Verification</b>	
Verify your upcoming course shell has been created and confirm course name	Course shells are created from Mainstreet. Contact your IT: Helpdesk if it is missing or named incorrectly
<b>2. Prep Gradebook</b>	
Run through the <a href="#">Grades Setup wizard</a> , and ensure that your Grades tools to set-up to grade assessments.	If migrating, review and clean-up in the <b>Manage Grades</b> panel. If using a weighted system, be <a href="#">sure your categories are created</a> . Create any <a href="#">Custom Grade Schemes</a> (ie: 1-4 or A,B,C, etc) that you will utilize for grading.
Make sure that course rubrics (if using) are ready to deploy, and any Course Outcomes (if using) are added.	Create, migrate and/or update any grading <a href="#">rubrics</a> from the <b>Assessments</b> tab. Access Learning Outcomes to add/update from the <b>Course Admin</b> tab.
<b>3. Manage Course Content</b>	
Build or copy course content (CCC – Copy Course Content). <a href="#">Organize</a> and/or <a href="#">re-organize content modules</a> for ease of student access	<a href="#">Copy</a> , <a href="#">create</a> , or <a href="#">import</a> course components. Some content areas devoted to tool use can be removed, with Global tool access on the NavBar. Check content links and <a href="#">accessibility</a> .
Build and/or review course assessments	This includes adding and verifying <a href="#">assignments</a> , <a href="#">quizzes</a> and <a href="#">discussions</a> are present, displaying correctly and <a href="#">have grade items</a> and associations as needed.
Update all course dates and restrictions	Verify any <a href="#">date restrictions</a> , <a href="#">conditional releases</a> , due dates, etc. Note: This can also be done by offsetting dates in the <a href="#">Manage Dates tool</a> .
If you are using third party integrations, make sure all third party integrations are set-up and working	Note for all 3 <sup>rd</sup> Party integrations, links will after to be re-set after migration. This includes Zoom, <a href="#">Kaltura streaming content</a> . Note that the 1 <sup>st</sup> time you access Kaltura, you will have to enter you MyMedia (in the NavBar) to connect your Bsp and Kaltura accounts. It also includes publisher content like Pearson, Cengage, etc
<b>4. Getting Ready for Students</b>	
Add a welcoming message to your course homepage and	<a href="#">Announcements</a> are a great way to welcome your learners. Post a welcome and/or an orientation to your course.





Task	Additional Comments & Resources
<b>4. Getting Ready for Students (continued)</b>	
Update your class groups as needed	If you are using groups, <a href="#">create your groups</a>
Be sure that your course is set up to meet any accommodations from <a href="#">Student Support Services</a>	If you have <a href="#">students accommodations</a> , like <a href="#">testing time exceptions</a> , video captions or more, and don't know how to meet them, contact CTL early.
Welcome email to students	Use <a href="#">Classlist</a> , in the Course Resources tab to easily contact individuals or groups of students. Prepare students for Brightspace success by sharing a <a href="#">Student Welcome to Brightspace</a> message
<b>5. Ready to open</b>	
Update syllabus and calendar with all current course information	<a href="#">Upload or drag and drop your current Syllabus</a> to the Syllabus tab in the Content page. Update your contact/office hour info in the text entry space on the Syllabus tab.
Review Course Homepage	Ensure that your banner, course modules, calendar and announcements are displaying properly. <a href="#">Update your Instructor Intro widget</a>
Make Course Active	When you are ready for students to be able to access your course, <a href="#">make it Active</a>

