

Seaport 3: Back to School Checklist

Use the checklist below to ensure that your course is ready before students enter the course. Often, the course website is a student's first impression of their instructor, so it is critical that the course be ready, accurate, and complete before students come to the course website.

<input type="checkbox"/>	1. Import course content from a previous term or have new content entered.
<input type="checkbox"/>	2. Check instructor name. Sometimes instructor assignments change so confirm that only your name appears as instructor for this course or your co-instructor if applicable.
<input type="checkbox"/>	3. Student Learning Outcomes: Check to see SLO distribution is correct. If you feel that the SLOs listed for your course are not correct, contact your department chair or discipline dean as soon as possible.
<input type="checkbox"/>	4. Syllabus: Confirm all aspects including textbook editions, required materials, and any date references.
<input type="checkbox"/>	5. Contact Information: Confirm accuracy in Course Profile and/or Syllabus.
<input type="checkbox"/>	6. Office Hours: Confirm accuracy in Course Profile and/or Syllabus.
<input type="checkbox"/>	7. Course Materials: Confirm textbook and any required materials are up-to-date.
<input type="checkbox"/>	8. Lesson Schedule: Check dates and change where necessary.

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<input type="checkbox"/>	9. Check Open/Close Dates: Check the following course elements for open/close dates and adjust where necessary.
<input type="checkbox"/>	<ul style="list-style-type: none">• Announcements
<input type="checkbox"/>	<ul style="list-style-type: none">• Course Lesson Start dates and any specific dates mentioned in Lesson Comments.
<input type="checkbox"/>	<ul style="list-style-type: none">• Drop Box open/close dates
<input type="checkbox"/>	<ul style="list-style-type: none">• Quiz open/close dates. To adjust these dates, go to Course Lessons, locate the lesson that has the link to the quiz, click on the quiz object, and click Open/Close Dates.
<input type="checkbox"/>	<ul style="list-style-type: none">• Journal open/close dates
<input type="checkbox"/>	<ul style="list-style-type: none">• Gradebook/Assessment List Due By dates
<input type="checkbox"/>	10. Calendar: Check the dates of any manually created events.
<input type="checkbox"/>	11. Permissions: Confirm that any streaming rights or other permissions have been renewed where applicable.
<input type="checkbox"/>	12. Issues: Review any areas of the course that caused students problems or confusion and ensure that they have been improved.
<input type="checkbox"/>	13. Student View: This is the final step and so important! Change to Student View and review every page and link. Make changes as needed before the course opens.

All the best to you in the next term! The OLIT team: Sylvia, Meg, and Mark