

Seaport 3: The 6 Step Course Prep Checklist

Complete this checklist and your Seaport 3 course will be ready for your students.

1. Import

- a. Import course from Seaport 2 to Seaport 3.
- b. Import SQuID assessments from Seaport 2 to Seaport 3.

2. Check

- a. Check your Seaport 3 course from the Student View.
- b. In Course Lessons, note where you would like Discussion Forums, Dropboxes, and quizzes to be located.

3. Edit/Create

- a. Edit Discussion Forums to set open/close dates.
- b. Create Dropboxes and set open/close dates.

4. Attach

- a. In Course Lessons, attach Discussion Forums, Dropboxes, and SQuID assessments to individual lessons (as noted above).
- b. In Gradebook – Assessment List, set “Tool Title” for Dropbox, Forum, LOA, Journal, or Squid assessments.

5. Verify/Set

- a. Verify Grading Scale in Gradebook.
- b. Set Assessments List in Gradebook (due dates point values, etc.).
- c. Set assessment weights for SLOs.
- d. Verify/set Schedule Emails status and recipients.

6. Review

- a. Review course from the Student View. Look for functionality and flow. Note any areas where content is out of order or not displayed.
- b. Check Course Information Templates.
- c. Check dates (Announcements, Calendar, Course Lessons, Discussion Forum, and Dropbox).

See the OLIT – Faculty/Staff Support website for job aides on specific tasks. From the Coastline home page <http://coastline.edu>, go to “Faculty & Staff,” “OLIT – Faculty/Staff Support,” and then “Seaport 3.”