Is Your Course Ready?

This checklist will help you determine if your course is ready. These items pertain to the new section; do not remove items from previous courses.

Course Name: ____________________________________________

**Course Combine**
- Combined multiple sections or combined undergrad, graduate course

**Course Copy/Updates**
- Content has been built, copied, or imported to course shell
- Old discussion posts/blog posts/wiki pages have been deleted.
- Old announcements have been removed or made unavailable if they will be reused.
- Links (internal and external) have been validated.
- Dates have been updated (including due dates for items, class schedule, etc.).

**Content Development**
- All graded items are included in the Grade Center with correct points possible.
- Content availability settings are correct (open and close dates/times).
- Content tracking enabled for later statistics reporting
- Settings for assessments have been applied (availability, due dates, timers, passwords, etc.).
- If weighting grades, categories are correct and are weighted properly.
- If weighting grades, graded items are assigned to the correct category.

**Course Information**
- Instructor information is correct.
- Course introduction is correct.
- Syllabus is up-to-date and includes a grading scale.
- Students are advised about Bb support and browser checker.

**First Day of Class**
- A Welcome Announcement is posted and tells students where to start.
- Course has been made available to students.