

# Online Course Checklist

Download the source document to adapt this list to your specific course & teaching tasks.

Current Online Instructors

## Course Management

- Copy content from previous term ID Shell
- Revise Course List
- Set Permissions in all sections
- Run Date Management – confirm due dates and availability dates are set
- Email students with links to syllabus and request reply to confirm their access to Saints email

## Content

- Remove Adaptive releases
- Update Syllabus & Schedule pages
- Clear General Discussion posts
- Subscribe to SoS forum
- Clear Group Discussion posts
- Update Lesson pages

## Grade Center

- Remove extra Total and Weighted total columns
- Arrange columns so Last Access and calculated total are fixed.

## Student Preview

- Read through syllabus pages and follow all links
- Confirm adaptive releases work
- Navigate first lesson & follow all links
- Take any quizzes or assessments
- Submit an assignment
- Check discussion forum