

## Beginning of Semester Checklist - For Classes Copied Over from a Previous Semester

### Course Cleanup

There is usually a minimal amount of cleanup, most of which involves resetting dates and other parameters. Below is a suggested "sweep" of your course to make sure everything is set the way you want it for the upcoming semester. It is recommended to work your way across the page, updating information for each link.

#### Course Home page

- Announcements. Add a "welcome" announcement at a minimum, and tell students how to get started (such as "Click Content to get started", course start date, etc.)

#### Content

- Update release dates for modules (tip: do not allow students to see all of the content at once. This is overwhelming. Time-released content and a specific schedule for completion is more effective.).
- Update syllabus information
- Update project/paper/assignment due dates.
- Add/delete content as needed. Be sure to go to Manage Files and clean out anything not being used.

#### Discussions

- Set release dates for discussions
- Revise/add/delete discussions as needed.

Email. Nothing to check under this section.

#### Dropbox

- Verify that the folders you have there are the ones you will need in the upcoming semester.
- Verify that the folders are still tied to a grade-book item (should not have changed).
- If you have a large number of drop-box folders, make sure they are named clearly and categorized for student ease of use. The clearer the naming conventions, the more likely students will put things in the right place.
- Check dates, if you use restrictions.

## Quizzes

- Reset the dates for your quizzes (if you don't, students will see all of them and they will appear with the old dates). One tip is to make them all **inactive** then you can reset the dates later. Do not forget to make them **active** again once you are ready to use the quizzes.
- On the Properties tab, reset the Optional Advanced Properties (if these settings did not carry over). Click on the link, and set the no printing/no paging options.
- Also check the **Properties** tab, be sure it is still tied to a grade item.
- If you had a submission view turned on to allow students to see answers, be sure you turn this off/reset it to the way you want it.
- Go through all of the parameters as a quick review. Walk your way across the tabs and check that the settings are the way you want them.
- Update any questions that need modification. If you update a question, be sure to click the "Update In Question Library" box when saving so the changes are noted in both places.
- **Beta test** all Quizzes (**Preview**) to be sure they are working properly, and especially Quizzes with graphics to be sure all associated images transferred correctly

## Grades

- You should do your Grades setup **FIRST** before you can make any changes to the Grade-book. Go to **Grades Settings - Calculation Options** and make sure all settings are correct.
- Our normal recommendation is to use **Points** → **Calculated Final Grade** → **Drop Ungraded items** → **Automatically keep final grades updated**
- Update/modify all grade items and points as needed (**Manage Grades**)

## Groups

- Set up and revise groups. Make sure you have set-up Discussions and Drop-Box for any group activities and that these are properly linked to your Grade-book