

Brightspace Pre-Semester Checklist	
	Before you start on this semester's courses . . .
	Clean up & organize last semester's email
	Download copies of last semester's student work (if you need to retain files)
	Export and download .csv files of last semester's grades
	Export a .zip copy of last semester's classes and save the files to your computer
	Preliminary tasks . . .
	Copy your previous semester course content into your new semester's courses
	Correct all problematic areas from last time
	Factual errors in content
	Problematic quiz questions
	Problematic grading rubrics
	Typos and misspellings
	Update and replace your Syllabus file
	Update and replace your Timeline or Schedule file
	Update your text book information
	Update your course Calendar (if you manually create entries)
	Check to be sure your Profile, user picture, and any introductory video you may have in the course are all current
	Update all dates . . .
	Use the Manage Dates tool to update dates in various tools, but watch out for holidays and breaks
	Update/set Start and End dates as needed on Quizzes
	Update/set Start, Due, and End dates as needed on Dropbox folders
	Update/set Start and End dates (in the Locking options) as needed on Discussion forums and topics
	Update/set Start and End dates as needed on Content modules and items
	Update/set Start and End dates as needed on Grade categories and items
	Double-check what's hidden vs. shown . . .
	Check visibility settings on Discussion forums and topics
	Check the hide/show settings on Content modules and topics
	Check the active/inactive settings on Quizzes
	Check the hide/show settings on Grade categories and items
	Double-check all course Content, sequentially, looking at . . .
	References to page numbers
	References to semesters/years
	References to section numbers
	References to text book titles and chapter names/numbers
	References to titles of all assigned readings / stories / essays / articles

	Double-check all course Content, sequentially, trying all . . .
	Embedded content
	Hyperlinks
	PowerPoint presentations
	Videos
	Quicklinks
	<i>(Be sure all of the above meet ADA accessibility guidelines, too!)</i>
	Check all directions and descriptions . . .
	Check and update all Dropbox folder descriptions/directions
	Check and update all Quiz descriptions/introductions/directions
	Check and update all Discussion forum and topic descriptions/directions
	Check and update all Checklist descriptions
	Check the Grades tool . . .
	Check and update category and item totals and/or weights
	Check and set/update your grading System (including updating the formula, if needed)
	Create items for extra credit, if needed
	Delete unused grade items (or at least hide them and set them to be excluded from the calculation of final grades)
	Double-check to make sure the grade book (item values, overall total, system for determining the final grades) matches the course syllabus
	Ensure extra credit items are marked as bonus items
	Miscellaneous tasks . . .
	Check all the links under the Links tool
	Create new chat rooms
	Check release conditions in all tools; update or remove as needed
	Create new groups and group-restricted course activities
	Create or update whatever means you use for online office hours
	Update/create intelligent agents if you plan to use them
	Update plagiarism detection settings on Dropbox folders
	Update rubrics if needed (to fit new or changed assignments)
	Prep 1st week / welcome materials . . .
	Post a welcome news item
	Send (or prepare) a welcome email message
	Double-check that all getting started / week one materials and activities are ready to go by the first day of the semester
	Last but never least . . .
	Go through the course from a student view/perspective. Does everything work? Does everything make sense? Is everything accessible?
	Open a different internet browser, and repeat the process of going through the course from a student view/perspective. Does everything STILL work? Is everything still accessible?

