

Course Readiness Checklist

This document serves as a checklist of items to review and update before your course(s) start.

Due Dates

- ☐ Review the Start, Due, and/or End dates and times.
 - Announcements
 - Assignments
 - Quizzes
 - Discussions
 - Content Module, if applicable.

Announcements

- ☐ Delete any announcements you no longer need.

Course Module and Pages

- ☐ Go through each of the modules and submodules to ensure that all materials and pages are present and placed in the correct module.
- ☐ Ensure all instructions for each assignment have been migrated properly.
- ☐ Ensure the instructions and response settings are correct in Discussions.
- ☐ Review all quiz questions for formatting and accuracy.

Content Links

- ☐ Click through all files and links in the content modules.
- ☐ Re-establish broken links to third-party tools/LTIs.

Gradebook

- ☐ Ensure each column is linked to the Gradebook.
 - o Assignment
 - o Discussion
 - o Quizzes
- ☐ Verify the Gradebook contains all graded activities.
- ☐ Verify the assigned categories in the Gradebook.
- ☐ Verify assessments and assignments points in the Gradebook.
- ☐ Run the Grades Setup Wizard to set up your Gradebook.

Exams

- ☐ Re-enabled Respondus LockDown Browser on exams.

Accessibility

- ☐ Run the Ally Course Accessibility Report to ensure your course content is accessible.

Non-Transferrable Tools

If you were using any of the following tools, please consider replacing them:

- ☐ Blogs – recreate blogs using the discussion tool.
- ☐ Journals – recreate journals using the assignment tool.
- ☐ Wikis – recreate wikis using the discussion tool.
- ☐ Achievements – recreate achievements using the Awards tool.
- ☐ Rubrics – review and update rubrics in Brightspace.
- ☐ Panopto – copy Panopto videos from your previous course folder to the new course folder and update video links or embedded videos.
- ☐ Third-party integrations – re-establish integrations with publishers and any other third-party tools.

Transferrable Tools

Rubrics

- ☐ Verify the rubrics have been imported.
- ☐ Verify overall score.

Test Questions

- ☐ Questions types not imported.
- ☐ 0-point quiz questions.
- ☐ Review the feedback settings of each quiz.

Plagiarism Tool

- ☐ Enable TurnItIn assignments.

Student View Mode

- ☐ View your course as a Learner.

Congratulations!

**You've successfully completed all the necessary steps to
prepare your course. Job Well Done!**