

## D2L Course Start of Semester Checklist

The following checklist guides Instructors through the beginning of the semester process for D2L courses.

Item	Description	Complete
1	<p><b>Verify Course Start /End Date.</b></p> <p>Course start and end dates are automatically populated based on the dates entered into Banner. In the event of a possible error, please contact the LCC Help Desk or Department to have the dates verified in Banner.</p>	
2	<p><b>Complete the Concourse Syllabus.</b></p> <p>Review and update all editable sections to ensure current semester information and dates are presented.</p>	
3	<p><b>Add Content Modules and Course Content.</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Copy a Past Course or Master Course</a> <b>OR</b> <a href="#">Copy Components from Past Course</a>. Before copying, ensure that the course hasn't already been populated with content to avoid duplication. <b><i>When copying past courses or components from a past course be aware that this adds to, not overwrites, content that might have already been added to the course.</i></b></li> <li>• <b>Create content modules, and upload/create new Content items.</b> <ul style="list-style-type: none"> <li>○ <a href="#">Module Creation and Management</a></li> <li>○ <a href="#">Content Creation and Management</a></li> <li>○ Check all course content and materials for accessibility!           <ul style="list-style-type: none"> <li>■ For uploaded files (Word, PowerPoint, etc.), review for accessibility prior to uploading into D2L by using the built-in accessibility checkers within the program.</li> <li>■ For webpages created within D2L, review feedback provided by the <a href="#">Accessibility Course Report</a>.</li> </ul> </li> </ul> </li> </ul>	

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4	<p><b>Review D2L Course Assessments.</b></p> <p>Students can access course assessments two ways- through Content or the Assessments Menu. Review the Assignments, Discussions, and Quizzes areas within the Assessments menu. Remove old, duplicated or items no longer needed within:</p> <ul style="list-style-type: none"> <li>• Assignments</li> <li>• Discussions Forums or Topics</li> <li>• Quizzes (<i>If using Respondus Lockdown Browser, <a href="#">fix broken permissions.</a></i>)</li> </ul>	
5	<p><b>Review &amp; Set Preferred Dates/Settings for Content Modules, Topics, and Assessments.</b></p> <p>Ensure content modules and content topics are published with start/end dates for the current semester (if applicable). Content module settings apply to all submodules and topics within that module. Students can still access course assessments (ie. Discussions, Quizzes, Assignments) via the Assessments menu if dates/settings haven't been applied individually to those items.</p> <ul style="list-style-type: none"> <li>• Use the <a href="#">Manage Dates tool</a> in D2L to check and update assessment start/end/due dates. Start/end/due dates should mirror the Course Schedule.</li> <li>• Please note: <ul style="list-style-type: none"> <li>○ <b>Start Date</b>- the date/time the content module or topic becomes available to students.</li> <li>○ <b>End Date</b>- the date/time the content module or topic becomes locked from student access.</li> <li>○ <b>Due Date</b>- the date/time that is displayed to students, however this setting does not prevent student's access.</li> </ul> </li> </ul> <p><b>Note:</b> To avoid student confusion, place due dates on individual content items and NOT content modules.</p>	
6	<p><b>Review and Update Course Information in D2L.</b></p> <p>Complete the template provided in D2L or customize Course Information by providing relevant information. Aim to:</p> <ul style="list-style-type: none"> <li>• Greet students</li> <li>• Draw attention to the Concourse syllabus</li> <li>• Instruct how to get started in the course</li> <li>• Provide instructor contact information (name, phone number, email, office hours &amp; location), as well as the LCC Help Desk contact information for technical support.</li> </ul>	
7	<p><b>Review and Update Course Announcements.</b></p> <ul style="list-style-type: none"> <li>• Delete old Announcements that are no longer needed.</li> </ul>	

Item	Description	Complete
	<ul style="list-style-type: none"> <li>• If recycling past Announcements, update the Start Date to reflect the current semester.</li> <li>• For Announcements in need of being maintained but hidden from student view, back date the End Date.</li> </ul>	
8	<p><b>Review Course Media and Images.</b></p> <ul style="list-style-type: none"> <li>• Ensure videos (Kaltura, YouTube, Publisher, etc.) have accurate closed captioning.</li> <li>• Verify all images include alternative text.</li> <li>• For additional information on ensuring accessible course materials, view the <a href="#">LCC's Accessibility Guidelines</a>.</li> </ul>	
9	<p><b>Verify Internal/External Course Links.</b></p> <ul style="list-style-type: none"> <li>• Ensure internal/external course links are functioning as expected. Review uploaded documents, hyperlinks, embedded videos, etc.</li> </ul>	
10	<p><b>Delete Outdated or Unused Content/Assessments.</b></p> <ul style="list-style-type: none"> <li>• Delete outdated or unused content and assessments to ensure all course materials are current and relevant.</li> <li>• If an item is no longer needed, select the option to permanently delete both the topic from Content and the associated file or activity from the course. This will remove all instances of the item from the course.</li> </ul>	
11	<p><b>Check the Gradebook Set-Up.</b></p> <ul style="list-style-type: none"> <li>• Verify the D2L gradebook is set up and reflects the current semester.</li> <li>• Check category weights to ensure they align with the course syllabus.</li> <li>• Verify the grade calculation is set to <a href="#">Drop Ungraded Items</a>.</li> <li>• Update the six-digit due date or date given for each gradebook item to reflect the current semester.</li> <li>• Remove duplicated gradebook items.</li> <li>• Delete items no longer relevant to the course.</li> <li>• <a href="#">Release final grades</a> to allow students to track their overall progress in the course throughout the semester.</li> </ul>	
12	<p><b>Review Course and Course Materials to Ensure Accessibility.</b></p> <p>Use the accessibility feedback provided by Ally in D2L to assist in the review of the course and course materials to ensure all content items are accessible.</p>	

Item	Description	Complete
	<ul style="list-style-type: none"> <li>Keep in mind that course materials (e.g. uploaded files, videos, etc.) need to be made accessible within the program the file was created.</li> <li>D2L quizzes, discussions, etc. are accessible by nature. However, font color contrast and alternative text for images still needs to be considered.</li> <li>Refer to <a href="#">LCC's Accessibility Guidelines</a> to view a comprehensive list of accessibility items.</li> </ul>	
13	<p><b>Perform a Final Review.</b></p> <ul style="list-style-type: none"> <li>Confirm the design of the course is organized and consistent from module to module.</li> <li>Check for duplication in Content, content folders, and the course gradebook.</li> <li><a href="#">View the course from the Student Role</a> to verify available and unavailable items.</li> </ul>	

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