<table>
<thead>
<tr>
<th>Gather Your Supplies</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Current syllabus in PDF format</td>
<td>Check with your department for specific formatting or content.</td>
</tr>
<tr>
<td>□ Current course schedule</td>
<td>Map out the learning activities/assessments/assignments specifically.</td>
</tr>
<tr>
<td>□ Any new readings</td>
<td>Consult with the librarians for links to journal articles and any copyright questions.</td>
</tr>
<tr>
<td>□ Selected video links</td>
<td><em>Tip</em>: grab these online all at once and paste into a document for later cut and paste into Bb content.</td>
</tr>
<tr>
<td>□ Selected web resource links</td>
<td><em>Tip</em>: grab these online all at once and paste into a document for later cut and paste into Bb content.</td>
</tr>
<tr>
<td>□ Photo of yourself</td>
<td>Consider using a video clip.</td>
</tr>
<tr>
<td>□ All files for uploading</td>
<td>e.g., new lectures, handouts, presentations</td>
</tr>
<tr>
<td>□ Previous semester course evaluations and look for course design and information adjustments that can be made within Bb and/or course syllabus</td>
<td>Discuss this with your <em>instructional designer</em>.</td>
</tr>
<tr>
<td>□ Academic calendar</td>
<td>Check for semester start/end dates and holidays.</td>
</tr>
<tr>
<td>Clean Your Course</td>
<td>Notes</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td>-----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Update all dates in course</td>
<td>Be methodical. Use date management tool to easily update due dates and available/unavailable dates for the content (good for exams). <a href="https://youtu.be/TF1kRIh8cZc">https://youtu.be/TF1kRIh8cZc</a></td>
</tr>
<tr>
<td>Assignments</td>
<td>Refine instructions, change due dates, and add/delete consistent with course objectives.</td>
</tr>
<tr>
<td>Discussion Forums</td>
<td>Update forum questions by changing the author from anonymous to your name and remove old student posts.</td>
</tr>
<tr>
<td>Announcements</td>
<td>Review and delete unrelated ones; update the author from anonymous to your name for useful ones.</td>
</tr>
<tr>
<td>Delete old course exports and old files</td>
<td>Careful. Only delete content you are sure is no longer used. Look inside any imported folders before deleting – these can be messy.</td>
</tr>
<tr>
<td>Adjust content to align with template</td>
<td></td>
</tr>
<tr>
<td>Add / subtract weekly modules as needed</td>
<td>15 weeks or summer terms</td>
</tr>
<tr>
<td>Prep your weekly modules</td>
<td>Work through the modules in sequence – it is better to have earlier modules completed in case you run out of time.</td>
</tr>
<tr>
<td>Straighten the Grade Center</td>
<td>Notes</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>☐ Delete duplicate columns.</td>
<td></td>
</tr>
<tr>
<td>☐ Delete columns leftover from previously deleted assignments.</td>
<td></td>
</tr>
<tr>
<td>☐ Delete duplicate categories</td>
<td>i.e., Participation and Participation</td>
</tr>
<tr>
<td>☐ Add categories as needed</td>
<td>i.e. Projects or any special category from your syllabus</td>
</tr>
<tr>
<td>☐ Edit your weighted total column</td>
<td>Set the grading categories to their appropriate weights.</td>
</tr>
<tr>
<td>☐ Hide columns as needed from students.</td>
<td>Total points might be good to hide.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Polish Your Course</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Reconnect links related to new files.</td>
<td></td>
</tr>
<tr>
<td>☐ Run the check course link tool</td>
<td>This only checks internal links</td>
</tr>
</tbody>
</table>
| | *Course > Control Panel > Packages and Utilities > Check Course Links > Broken Links > OK to start tool.*  
(May take several minutes to run depending on the number of internal links used.) |
| ☐ Check and update your web links (*external*) | Must be done manually. Do they work? |
| ☐ Check your Grade Center set-up |       |
| ☐ Use the QA form to double-check your course design. |       |
| ☐ Make your course available | Recommendation: open a week in advance to provide access to the syllabus. Hide content as needed. |
| | *Course > Control Panel > Customization> Properties > Set Availability > Yes* |