### Dates

\_\_\_\_\_ Course Schedule dates are updated, if needed

\_\_\_\_\_ Assignment/Dropbox dates are updated, if needed

\_\_\_\_\_ Quiz Tool dates are updated, if needed (see “how to change quiz dates”)

\_\_\_\_\_ All other dates, as applicable, are updated

### Course Home

\_\_\_\_\_ News items with instructor greeting and contact information updated

\_\_\_\_\_ Instructor picture is uploaded on News page

\_\_\_\_\_ Welcome news announcement is released to students

### Content Tool

\_\_\_\_\_ All course links work as intended (this has already been checked, please let Francie know if you find a link that is not working properly)

\_\_\_\_\_ Student view of course is correct (impersonate ZZ, DEMO to check)

### Course Information Module

\_\_\_\_\_ **Getting Started** document communicates ways to help students be successful

\_\_\_\_\_ **Instructor Information** page includes your full name, Aims email address, and availability information (phone number optional)

\_\_\_\_\_ **Syllabus** is uploaded, current and accurate (delete existing file place holder)

\_\_\_\_\_ **Course Schedule** is uploaded, current and accurate (delete existing file place holder)

\_\_\_\_\_ **Technical Help** is linked, current and accurate

### Assignments/Dropbox

\_\_\_\_\_ Dropbox Folder **Instructions** are accurate (applicable only if you modified)

\_\_\_\_\_ Dropbox **attachments** are working correctly and are accurate

\_\_\_\_\_ Confirm that TurnItIn Originality Check is enabled in written assignment

### Quizzes

\_\_\_\_\_ All Quiz links are up-to-date (you may need to change dates/times specific to your class day/time)

### Grades

\_\_\_\_\_ Check to make sure that grade items are associated with the correct corresponding activities in D2L (only if you changed assignment point values)

**If you are teaching more than one section on the same days of the week, please complete these tasks in your first course shell, and then you will follow the instructions to copy your own shell, rather than a master. If your second section is not on the same days of the week, you will need to copy the appropriate master and complete the checklist a second time.**

**Please contact Francie Rottini if you need help copying a course shell.**

**How To Change Dates for the Warm-Up Online Quizzes:**

* Click on “Quizzes” on Navigation Bar
* Click on Chapter Quiz
* Click on “Restrictions” tab
* Under “Availability” select a start and ending date.
* Hit “Save and Close”
* *\*Repeat steps for all Chapter Quizzes, if needed.*