

Course Checklist

Use this checklist to make sure your course is ready.

Course Information	
Completed?	Task to complete
<input type="checkbox"/>	Home - Front page has been set and is accurate for the course.
<input type="checkbox"/>	Syllabus is up-to-date and accessible
<input type="checkbox"/>	Check Files to see that course materials have been uploaded to the course.
<input type="checkbox"/>	Modules – Modules are organized and content has titles that clearly describe the content. Prerequisites or requirements , if applicable, are setup in the modules
<input type="checkbox"/>	Assignments – All Assignments have correct points possible and due dates . Total possible points match the course syllabus. They are added to appropriate Modules .
<input type="checkbox"/>	Navigation is setup correctly: Home, Announcements, Syllabus, Modules, and Grades. Online Courses need to also have the Online Tutor Lab
<input type="checkbox"/>	Links –Validated your course links using the link validator tool in Settings.
<input type="checkbox"/>	Discussions – Discussions are set to be graded or ungraded consistently.
<input type="checkbox"/>	Quizzes – Settings for Quizzes have been applied.
<input type="checkbox"/>	Assignments, Quizzes, items within Modules, and Modules are published.

Course Checklist

[How to view your course as a test student instructions](#)

Switch to Student View	
Completed?	Task to complete
<input type="checkbox"/>	Announcements – Current and applicable Announcements are showing.
<input type="checkbox"/>	Modules – Review all content; are items visible as you expect? Are submission directions clear and correct?
<input type="checkbox"/>	Assignments - Submission directions are clear and points and due dates are correct.
<input type="checkbox"/>	Grades - Grades add up to the correct percentage and total points