

Check List for Instructors on Self Updating Their Online/Hybrid Courses for New Semester Offering

Step 1:

Setting up a development shell:

- ✓ Your Instructional Designer will set up a development shell by copying the entire course content from the latest semester (or any choosing semester) offering.

Step 2:

Updating the course:

- ✓ Access development shell
- ✓ Clean out any old semester data, such as old semester name, old announcements, old discussion messages, and etc.
- ✓ Update course syllabus file for the new semester, upload it to replace the old one
- ✓ Update each assignment releasing and due dates; update/replace any assignment files if needed; update any assignment submission links under module page if needed
- ✓ Update exam time windows and other settings (such as exam results releasing options if needed). Be sure to leave "Force Completion" and "Do not allow students to start the Test if the due date has passed" unchecked. If you need any assistance on updating/replacing exams, please contact your instructional designer
- ✓ Update the releasing dates for any conditionally released items, such as content module folders, discussion forums, solution files and etc.
- ✓ View a few lectures and other contents to make sure they still open fine
- ✓ Check on any content updates, add or replace any content files if needed. If you like to update any recorded lectures or do a new recording, please contact your Instructional Designer
- ✓ Add any new item links (such as a new discussion forum, a new assignment or a quiz) under the scheduled module page if needed
- ✓ If your course has groups set up, and you like to re-use the groups, please check out the following:
 - ✓ Make sure group assignments are still assigned to the intended groups.
 - ✓ Check group signup sheet settings
 - ✓ Update max number for each group if needed
 - ✓ Intended group tools still turned on
 - ✓ Check if all intended groups still part of the signup sheet
 - ✓ Clean out the group discussion board of each group by deleting any old posts by group members
 - ✓ Check other group tools (i.e. file exchange, wikis, blogs, etc.) to make sure they're clean.
 - ✓ Check the default group discussion forum with student view to see if it allows members to create a thread.

- ✓ Refresh the Full Grade Center
 - ✓ Select "Hide from Students" for any columns not to be released to student until you like to release them
 - ✓ Delete any unneeded columns (i.e. extra Total, Weighted Total, any unused old assignments/tests).
 - ✓ Set the external Total column as unreleased to students (Edit Column Info, select No for Show This Column to Student)
 - ✓ Hide any unneeded columns that cannot be deleted (i.e. Availability, User ID, Total)
 - ✓ View and reorder columns if needed (select Manage > Column Organization)
- ✓ Check Content Collection
 - ✓ View the course file directory
 - ✓ Delete any unneeded empty folders or unused old files
 - ✓ Empty the Recycle Bin (important to do that before copying your course)
- ✓ If use Collaborate web conference tool, schedule new sessions, and remove any previous semester session links and recording links posted on any content pages.

Step 3:

Reviewing the course:

- ✓ Be sure the entire course is updated and ready to go by the scheduled deadline
- ✓ Instructional Designers will do course final technical review
- ✓ Any final updates made if needed
- ✓ Course is copied to the live semester course site before the semester starts (if any assistance needed, contact your instructional designer)
- ✓ Under course file directory, set folder permissions for lectures to guarantee students can view the Flash files without any issue (click the permission icon of the lecture folder > click Select Specific Users By Place tab > Course > select your current course, select All Course Users, and select Read for permissions > Submit.)
- ✓ Final review on the entire course at the live course site.

Note: If any course has not been updated by the set due date, the Area Coordinator and the Associate Dean will be notified and they will make decision on course offering status.