

Instructor Checklist for Updating Online/Blended Course Offerings

Step 1:

Setting up a development shell or copying the course directly onto the new semester shell:

- ✓ You can request for your Instructional Designer to set up a development shell for you to copy a previous course offering into. This way you can get a head start on updating for the new semester. Another (simpler) option is when the new semester course shells become available (usually they will be in eLearning 2 months before the new semester starts), you can copy a previous offering directly onto the new semester shell.

Step 2:

Updating the course:

- ✓ Access the development shell (or the new semester shell).
- ✓ Clean out any old semester data, such as old semester name, old announcements, old discussion messages, etc.
- ✓ Update course syllabus for the new semester, upload the new file to replace the old one.
- ✓ Update assignment availability 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). Highly recommend leaving "Force Completion" and "Do not allow students to start the Test if the due date has passed" unchecked. If you need any assistance or training on updating/replacing exams, please contact your Instructional Designer.
- ✓ Update the release dates for any conditionally released items, such as content module folders, discussion forums, solution files, etc.
- ✓ View a few lectures and other content to make sure they function properly.
- ✓ Check on any content updates, and add or replace any content files if needed. If you would like to update any recorded lectures or do a new recording, please contact your Instructional Designer for tools and resources.
- ✓ Add any new item links (such as a new discussion forum, a new assignment or a quiz) under the module page if needed.
- ✓ If your course has groups set up, and you would like to re-use the groups, please do the following:
 - ✓ Make sure group assignments are still assigned to all intended groups.
 - ✓ Check group signup sheet settings.
 - ✓ Update max number for each group if needed.
 - ✓ Check group settings to make sure all intended group tools are selected.
 - ✓ 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 are cleared out.
- ✓ 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 would 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).
 - ✓ View and reorder columns if needed (select Manage >>> Column Organization).
- ✓ Check Content Collection
 - ✓ View the Content Collection, and course file directory.
 - ✓ Delete any unused old files and unneeded empty folders.
 - ✓ Empty the Recycle Bin (important to do that before copying your course).
- ✓ If using the Collaborate web conference tool, schedule new sessions if needed, and remove any previous semester session links and recording links posted on any content pages.
- ✓ If you have any exams with LockDown Browser enabled, please go to Control Panel>>>Course Tool>>>click Respondus LockDown Browser to access its Dashboard – this will refresh the settings after the course copy. If there are any errors showing for any exam, click “Fix it”.
- ✓ If the Examity tool is used for exam proctoring, please go to Control Panel>>> Customization >>> ExamityUTDallasSO, and check the “Available” box.

Step 3:

Reviewing and getting ready for the start of the new semester:

- ✓ Be sure the entire course is updated and ready to go before the semester starts.
- ✓ Your Instructional Designer can help to do a course final technical review per request.
- ✓ Be sure any final updates are made if needed.
- ✓ Copy the course to the live semester course shell before the semester starts (if any assistance is needed, contact your Instructional Designer).
- ✓ Conduct final check of the entire course on the live course site.
- ✓ Add your TA to the course in Orion.
- ✓ Post a welcome message to the class.

Information and resources links:

- [Rapid Remote Teaching Resources](#)
- [Online Course Development Documents](#)
- [Resources for Instructors](#)
- [Training and Support](#)
- [Tutorials and Handouts](#)
- Email for assistance: elearning@utdallas.edu