Checklist for Updating Online/Blended Course for New Semester Offerings

Step 1: Setting up a development shell or directly copying the eLearning course onto the new semester shell when available.

- ✓ You can request the eLearning Team 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 semester course 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.
- ✓ Check course menu and reorder items as needed.
- ✓ Update course syllabus for the new semester. Check for the latest Online or Hybrid Course Syllabus Template. Upload the new semester syllabus 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 the eLearning Team.
- ✓ 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 links to make sure they still work properly.
- ✓ Check for any content updates and add or replace any course materials if needed.
- ✓ Add links to new items (such as a new discussion forum, a new assignment or quiz) under the module page or move around any linked items 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 forums/posts.
    - ✓ Check other group tools (e.g., file exchange, wikis, blogs, etc.) to make sure they are cleared out.
    - ✓ Check to make sure all the intended group tools are still turned on and group settings are all correct.

- ✓ 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 (e.g., extra Total, Weighted Total, any unused old assignments/tests).
    - ✓ Make the External Grade Total column unavailable to students (Edit Column Info, select No for Show This Column to Student).
    - ✓ Hide any unneeded columns that cannot be deleted (e.g., 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 (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 meeting 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 Honorlock tool is used for exam proctoring, please add the Honorlock LTI link or click the existing Honorlock LTI to do acknowledgement step to re-enable it, then update the Honorlock exam settings under Edit Test Options.
- ✓ Any existing Turnitin assignments created prior to Summer 2023 should be removed and new Turnitin assignments should be created with the new Turnitin integration tool.

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.
- ✓ An 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 from the development shell to the new semester course shell before the semester starts (if any assistance is needed, contact the eLearning Team).
- ✓ Conduct a final check to the entire course on the live course site.
- ✓ Add your TA to the course in Orion and the TA account will be updated in eLearning in 24 hours.
- ✓ Post a welcome message to the class.
- ✓ Students will be able to access the course from the first day of the semester.

Information and resource links:
- Rapid Remote Teaching Resources
- Online Course Development Documents
- Resources for Instructors
- Training and Support
- Tutorials and Handouts
- Email for assistance: elearning@utdallas.edu