Semester Start Checklist

□ Set Email Preferences

Have you checked your Settings in the Email tool? You may want to check these options:

- Save a copy of outgoing Mail (recommended)
- Track all internal mail (recommended)
- Create a signature and/or turn on Preview Pane and mark read in Preview (if desired)
- Forward incoming messages to an alternate email address (if desired). Make sure to check the option to keep a copy of each message in your D2L inbox if you choose this option.

□ Check Personal Profile

Have you checked your Profile to make sure it is complete and accurate and what you want students to see? You can now upload a profile photo or link to your social media accounts!

□ Copy Components from Master Course

Did you copy any components you need from master or other courses? See Quick Reference cards for more information.

□ Grades Setup Tasks

Did you enter the Grades tool in each course and verify the Grade Calculations, Default Scheme and Display Options? There's technically no need to do this if you copied Grade Settings from a Master Course, but it never hurts to check.

□ Confirm Grade Items are Associated with Quizzes/Dropbox Folders

- Did you check the Grades tool to see the icons in the Associated column for each item attached to the Gradebook?
- Did you look at the quiz listing and make sure quizzes are ACTIVE?

□ Confirm Due Dates

• Access the **Manage Dates** tool in **Edit Cours**e to view the start and end dates for each item in your course. You can also make sure the **Display in Calendar** option is checked.

□ Remove Any Unwanted Items from the Navbar

 Take a look at the official documentation for help customizing your course homepage and navbar.

□ Post a News Item on Your Course Homepage Welcoming Students to Your Course

• It's just the friendly thing to do!

□ Make Sure Quicklinks to Course Tools and External Links Are Working Correctly

• Websites change their navigation structure or disappear entirely. It's always a good idea to make sure pages you rely on are still available.

☐ Take a Deep Breath and Relax. It Will All Be OK