



COURSE COMMENCEMENT CHECKLIST (CCC)

- SET EMAIL PREFERENCES** (see Quick Reference cards)
 - 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)

- CHECK PERSONAL PROFILE** (Log in and Click My Profile in Welcome Widget on My Home) **New! You can also now upload a photo for your profile. Remember, your students see all of the profiles just like you can.**
 - Have you checked your Profile to make sure it is complete and accurate and what you want students to see?

- COPY ANY COMPONENTS FROM MASTER COURSE** (see Quick Reference cards)
 - Did you copy any components you need from master or other courses?

- GRADES SET UP TASKS** (see Grades Set Up Handout, downloadable on support site) **New! There is a Grades setup wizard to help walk you through the grades options quickly**
 - Did you enter the Grades tool in **each course** and verify the Grade Calculations, Default Scheme and Display Options? (IMPORTANT – GRADE SETTINGS SHOULD BE CHECKED IN EVERY COURSE THAT USES A GRADEBOOK.)

- CONFIRM GRADE ITEMS ARE ASSOCIATED WITH QUIZZES/DROPBOX/DISCUSSIONS AND ARE ACTIVE** **New! you can also check in the Grades tool if a grade item (column) is associated with a Dropbox, Discussion or Quiz**
 - Did you look at the Dropbox tool and see a small ruler to the right of each folder to indicate it is a graded assignment?
 - Did you look at each quiz and see a Grade Item associated with it?
 - Did you look at the quiz listing and make sure quizzes are ACTIVE?

- CONFIRM DUE DATES** for Quizzes/Dropbox/Discussion Forums or Topics
NEW! Use the checkbox “add to calendar” to add your due dates to the course calendar easily!!!
 - Do all quizzes have due dates and time limits?
 - Do all dropbox folders have due dates?
 - Do you want any Discussions to be available for certain dates?

- REMOVE ANY UNWANTED TOOLS FROM NAVBAR** (see NavBar InfoSheet on Faculty Help site)
 - Not using every tool in the Default NavBars? You can customize a Master Course navbar and copy it or customize a course offering NavBar.

- POST A NEWS ITEM ON YOUR COURSE HOME PAGE TO WELCOME STUDENTS TO CLASS AND/OR EMAIL YOUR STUDENTS SO THEY HAVE YOUR D2L EMAIL HANDY**
 - It’s just a friendly thing to do!

- TAKE A DEEP BREATH AND RELAX. IT WILL ALL BE OKAY!!**