



ATC


academic technology center

QUALITY ONLINE INSTRUCTION

Semester Start | Instructor Checklist

Visit [AskATC](#) in Confluence for online teaching & learning help/resources.

<https://confluence.uwf.edu/x/L4zn>

Category	Item	Additional Comments	<input type="checkbox"/>
Course Shell Verification			<input type="checkbox"/>
	Verify your Spring 2015 Course shell has been created	Your course shell is created by ITS. Look inside the box named My Courses on your home page in eLearning. You may have to click the right arrow to expand the list. Contact your office administrator if your course is not listed. 	<input type="checkbox"/>
	Confirm course name	Contact your office administrator with issues.	<input type="checkbox"/>
	Confirm course start date	Contact your office administrator with issues.	<input type="checkbox"/>
	Confirm course start time	By default, the course will open at 8:00am on the first day of the term. You may restrict students' view of the course by release conditions on your course content.	<input type="checkbox"/>
	Confirm course is set as an eLearning course in Classmate	Your course will show as Inactive until the start of the term. If it shows as Inactive after the start of term, you need to set your eLearning preferences in ClassMate (https://confluence.uwf.edu/x/hm8).	<input type="checkbox"/>
Enroll			<input type="checkbox"/>
	Enroll other instructors, TA's, course developers into courses	See: "How do I add someone to my eLearning course?" on ATCs – FAQs – Claslist (https://confluence.uwf.edu/x/V4EXAQ).	<input type="checkbox"/>
Build Course Content			<input type="checkbox"/>
	Build course content	Copy or Import course components See "How do I copy the content from a previous semester's course or a development shell?" ATCs – FAQs – Content (https://confluence.uwf.edu/x/V4EXAQ)	<input type="checkbox"/>
	Update all course dates (due dates, date restrictions, etc.)	And any other restrictions, selective release, calendar dates, or Checklist dates	<input type="checkbox"/>
	Update dates in content page	Manual check	<input type="checkbox"/>
	Update all course content and any problem areas		<input type="checkbox"/>
	Add & check Dropbox assignments		<input type="checkbox"/>
	Add & Check Quizzes (preview)	Set Quizzes to "Active" and add Start and End Dates	<input type="checkbox"/>
	Add & Check Grades items & associations		<input type="checkbox"/>

	Update discussion area and include your introduction	Introduce yourself discussion area, make it current	<input type="checkbox"/>
	Make sure everything is working within your course	Check links	<input type="checkbox"/>
	Make sure all third party integrations are working	Test links to publisher content and publisher tech support	<input type="checkbox"/>
	Add new welcome announcement / video / audio		<input type="checkbox"/>
	Update syllabus and schedule with all current semester information		<input type="checkbox"/>
	Update orientation video or instructions	Student orientation vids & create custom course navigation	<input type="checkbox"/>
Student Enrollments			<input type="checkbox"/>
	Update your class groups		<input type="checkbox"/>
	Add students	Your students are automatically enrolled via SIS. If they are not in your Classlist, you need to set your eLearning preferences in ClassMate (https://confluence.uwf.edu/x/-hm8) , and they will be loaded the following day.	<input type="checkbox"/>
	Check Classlist statistics	Are the right numbers of students enrolled?	<input type="checkbox"/>
	Send Welcome email to students		<input type="checkbox"/>

Need Help?

Please Call Us or email askatc@uwf.edu!

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