**Sample Course Prep Checklist**

**Course Set-Up**

* Publish Course
* Ensure all modules are published
* Check Course Start Date
* Create discussion groups
* Add TAs to course

**Instructor Information**

* Update name, contact info, and office hours on the homepage
* Update instructor intro video
* Update Meet Your Instructor Page

**Getting Started**

* Upload current syllabus
* Update course schedule page
* Create course welcome announcement
* Update first day attendance assignment

**Course Content**

* Review assignments for M2 and replace readings with readings of your choice
* Update due dates on all assignments and assessments
* Update module intro videos throughout the semester
* Update dates and add teams links for test review synchronous sessions
* Setup publisher content

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**LMS Support**

* Visit LINK for technical support with LMS
* Contact University Department for one-on-one support