

Course Build Checklist

Preparation is key! Here are some useful tips for preparing your course. As an instructor, it is important to help your students navigate the learning management system and provide them with expectations on how to view course materials and where to submit assignments.

Follow these steps to ensure that you are ready to teach and interact with your students.

Before the Course Begins

- ☐ Get Brightspace Training if needed. [Attend workshops](#). [View Resources](#).
- ☐ Meet with an Instructional Designer if needed. [Register for drop-in hours](#). [Book a consultation](#)
- ☐ Login to wentworth.brightspace.com to access your Brightspace course
- ☐ Review the course roster of your students under “Classlist”
- ☐ Put important academic year dates in your calendar
- ☐ Update your syllabus
- ☐ [Plan a meaningful first day of class](#)

Prep your Course

- ☐ Upload the course syllabus under “Content”. Add a module called “Course Information”, “Module 0”, or “Welcome and Start Here”
 - ☐ Post your contact information, including preferred name, email, phone number, available office hours, and your response timeframe to students (e.g. 24-48 hours)
- ☐ [Set up any zoom meetings](#) through Brightspace, [link panopto recordings](#)
- ☐ [Create weekly modules](#) that align with the semester dates
- ☐ [Post any course materials](#) within the weekly modules
- ☐ [Create assignments](#) in Brightspace for students to upload assignments electronically for grading and instructor feedback
- ☐ [Associate activities with gradebook items](#)

- ☐ Post a welcome announcement and/or [an introduction video](#)
- ☐ Send an email prior to the beginning of the class reminding students how to get started in Brightspace
- ☐ [Request library materials](#) as needed

Review

- ☐ Verify course links and videos work as expected
- ☐ Preview the course in ["View as Student"](#)
- ☐ Verify all due dates and points
- ☐ Download Pulse app, if desired (Google Play and App Store)
- ☐ Verify grade scheme
- ☐ Check for accessibility

During the Course

- ☐ Start a [teaching journal](#)
- ☐ Set time aside to communicate with students frequently; post weekly announcements or activity feed posts to help students stay on task; reply to student emails and discussions within 24 hours
- ☐ Provide detailed and descriptive instructions for all assignments
- ☐ Provide timely grading and feedback on assignments
- ☐ Share information on virtual office hours
- ☐ Work with the Accessibility Services as needed
- ☐ Create community by setting up spaces where students can talk, listen, collaborate, provide individual opinions and produce peer learning
- ☐ Check in often with formative assessments and polls
- ☐ [Build student groups](#), if used in class

After the Course

- ☐ Release final grades
- ☐ Submit final grades