



Brightspace Semester Start Checklist

- Copy the standardized course shell into your numbered course shell.
 - [☰ Changes to the 26-27 Standardized Course shell](#) This document details the changes to the blueprint, syllabus, and college policies.
 - [☰ How to copy the Standardized course Blueprint](#) - for new shells starting from scratch [Video](#)

- You can copy the previous course into your new shell ([Brightspace course copy](#)). Review each section of the shell and edit, add, and delete extra items as necessary.

- Check dates under course offerings for course start and end dates.
[Tools>Course Admin>Course offering information]
Make sure the course is marked as **active**.
[More information on start dates & making courses active](#) [video ~2:30]
 - [☰ How to Make your course active](#)Do you want to open the course early? (you don't have to)
Do you want to extend the end date?

- Update Course Shell Banner Name and Image
 - [☰ HOW TO customize your banner](#)

- Update the Instructor Profile Card/Widget on the Course Home Page
Video - [editing the Teacher Widget](#). Resource: [Profile Card - Best Practices](#)

- Download and create the Course Syllabus (Download the Template under the syllabus card).
As of Fall 26, we are using version 6.4.
 - Add your information and update policies for your course
 - Create your course calendar ([example 1](#), [example 2](#))
 - Resource: [Academic Calendars](#)
 - Add and [Update the Course Syllabus Link in Brightspace](#) (Syllabus card)
 - Upload your syllabus as a Word document to the [Syllabus form](#).

- If you use BiblU for your textbook, add your textbook.



- Go to your course resources > BiblU Course Materials [unhide the topic]
- [BiblU GTC Quick Guide](#)
- [BiblU Resources for faculty](#)

- Update Announcements on the Announcement Page ([Brightspace announcement help](#))
A template is provided; make it your own in your own voice.

- Optional:** Add your Zoom link to your course. [Pin it to the top of your announcements](#), add it to your instructor widget, and or add the link to your content areas. [VIDEO](#)
 - [HOW TO: Find your Zoom link](#)

- [Subscribe to discussion boards](#)/topics.
If you have discussion boards for questions and or reporting technical issues, subscribe to the topics.


- Set Start, End, and Due dates
Videos:
 - [Date Management](#)
 - [Setting Dates for discussion boards](#)
 - [Student view discussion board start and end dates](#)
 - [The Power of Due Dates](#) - students[How to set Start and end dates](#)

- Add "Start Here" [content area](#) (How do students navigate the course? What is the first step in the course?)

- [Edit/Add Modules to the Content Area](#). [Hide](#) or delete any areas not used.
 - [HOW TO: Embedded links](#)




- [Set up Gradebook](#)
 - NEW feature [Automatic Zeros for missing submissions](#)
 - [Create and delete grade categories and items](#)
 - Grade [icons and notifications](#)
 - [HOW TO Weighted grading](#)
 - [Weighted grades](#) (video)



- [Take an item out of the calculation](#) weighted (video)
- [Total Points](#) (video)
- [Take an item out of the calculation](#) total points (video)
-  Brightspace Gradebook Resources

Edit/Add course-specific resources in Student resources if desired.

Check your course for accessibility using the Ally tool. [Tools>Ally] You need to be at **96%**.

-  Ally
-  Ally Compliance Checkoff Sheet
-  Ally Brightspace Quickstart 2020.pdf

Prep Week 1

- Select an icebreaker or opening activity ([icebreaker ideas](#))
- Prepare slides/notes/learning activities ([instructional strategies](#))
- Print materials if needed ([Print on campus](#))

Institutional/Other

- Set up IDEA course evaluations ([IDEA course evaluation instructions](#))
- Get classroom keys
- Report office hours to associate
- Sign up for [the status page updates](#) to get updates on college systems. Click subscribe to updates.