

Semester Start Checklist

Copy the standardized course shell into your numbered course shell. ■ Changes to the 25-26 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 (<u>Brightspace course copy</u>). 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 - <u>editing the Teacher Widget</u> . Resource: <u>Profile Card - Best Practices</u>
Download and create the Course Syllabus (Download the Template under the syllabus card). As of Fall 25, we are using version 6.3. 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.
Update Announcements on the Announcement Page (<u>Brightspace announcement help</u>) A template is provided, but make it your own in your voice.

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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
Thew is, i find your 200m mink
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
☐ 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]
☐ I Ally Compliance Checkoff Sheet
☐ Image: □ Ally Brightspace Quickstart 2020.pdf

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Prep Week 1

 □ Select an icebreaker or opening activity (<u>icebreaker ideas</u>) □ Prepare slides/notes/learning activities (<u>instructional strategies</u>) □ Print materials if needed (<u>Print on campus</u>)
Institutional/Other
☐ Set up IDEA course evaluations (<u>IDEA course evaluation instructions</u>)
☐ 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.

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