



Template: Pre-flight Checklist

LINKS

	Are there any broken links?
	Is there any text that refers to a link (e.g. 'click here') but isn't hyperlinked?

CONTENT

	Are there any broken images?
	Is there any missing text?

ACTIVITIES

	Do the activity instructions make sense?
	Do the activity widgets work?

PAGES

	Are all the pages complete? Are there any blank pages?
	Does every page have a thumbnail image?
	Is each page leading to the correct next page?

MODULES

	Are the modules and module sets titled correctly?
	Are they arranged correctly?

ASSESSMENTS

	Are all the activities with outcome tags appearing in the assessment tool?
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LANDING PAGE

	Is the Join Now button working?
	Is the promotional image / video working?
	Is it showing the most up-to-date and accurate information?

COURSE SETTINGS

	Have you chosen a class type (Open, Paid, Invite-Only, or Access Code)?
	Have you set a course start date (if applicable)?
	Is the course price listed in the correct currency?

FACILITATION

	Have all facilitators enabled direct messages?
	Have you set up pre-enrolment questions to collect learners' emails?