

eLearning



Semester Startup Checklist for Faculty Teaching Online

Request multiple sections of a course be combined into a single section: [Create a JIRA ticket](#)

Copy course content in D2L from a previous or existing course: [Copy Components](#)

Update or add due dates, availability, and content in the following areas as necessary:

[Assignments](#)

[Quizzes](#)

[Discussions](#)

[Content](#)

[Calendar](#)

Note: You can also use the Manage dates under "Course Admin" to adjust the dates of items in your course: [How to use Manage Dates](#)

Add or edit course content including links to outside resources: [Create Course Content](#)

Setup or update the grade book:

[Grade Book Setup](#)

[Topics to Edit Grades](#)

Verify the course start and end dates are correct: [Changing Start and End Dates \(DCTC\)](#) or [Changing Start and End Dates \(IHCC\)](#)

Post a new or update existing welcome and getting started message in the Announcement widget: [How to Post an Announcement](#)

Send a welcome email including: syllabus, required materials, technical requirements, and the date the course will become available in D2L: [E-mail Class Participants](#)