

Term Start Course Checklist

#	ITEM	DETAILS
	COURSE SET UP ITEMS	
1	Confirm Class List	Compare your class list on the MyNIC Faculty Self-Serve area to your class list on Brightspace – if there are any students missing on Brightspace submit a Service Desk ticket (this rarely happens but if you find discrepancies it's important to let us know)
2	Add Other Instructors and Support Roles to Course	If you need to add other instructors/support staff to your course you have choices in which role you assign them: you can add them in a learner role (like students), a read-only role (which means they can't engage in anything and they are not visible in the class list) role or add them in an instructor role (this means they can edit items in course). To add someone: Go to Class List > Add Participants > Add Existing Users. (Note: not all NIC employees have a Brightspace account. If you can't locate them in the Add Existing Users search, submit a Service Desk ticket)
3	Check Course Start and End Dates	In the Course Admin area under "Course Offering Information" note that the start date is listed as 30 days prior to the official start date. You can pre-release your course up to 30 days before it starts. The end date is 100 days after the end of your course to allow students time to complete missing components of the course.
	COURSE CONTENT ITEMS	
4	Copy Course Content into Registration-Linked Course Shell	If you are not building / editing the course in the registration-linked course shell, copy your content from a Master Course or previous offering into your course. If you have cross-listed sections, be sure to use the merged enrolment course
5	Remove Unnecessary Items	If you have copied over your course from another instructor's version, non-required items including extra grade items are removed from the course for optimal functionality

6	Ensure Course Content is Organized in both Manage Files and Content Areas	Ensure your course content (pages, PDFs, etc.) is organized similarly in both your Manage Files area and your Content area. This makes it easier to update and enhance your course in the future, and easier for IT support to fix issues, copy courses over from term to term and to update content
7	Use PDF Documents vs Word Documents for Quicker Viewing	Brightspace can present PDF documents (PDFs of PowerPoint slides, of Word documents, of images, etc.) in the Content area as a full, viewable and scrollable document if you add the PDF (by itself) not linked on a page. Use PDFs where possible for ease of viewing for students and to prevent lag time in converting Word or PPT documents to a PDF. You can still upload Word or PPT documents, but they will take a bit longer to convert
8	Ensure NIC Student Supports Module & Indigenous Territory Videos are visible	These should have been imported automatically into your course shell. If they do not appear, please submit a Service Desk ticket to get help
9	Add and/or Update Course Dates	If not done already, add due dates, start, and end dates, dates to display in calendar, etc. Use the Manage Dates tool in Course Admin area to do all at once
10	Ensure Course Outline is Updated and Easily Located	Ensure your course outline is up to date, has all the appropriate categories (per Course Outline Policy 3–35) and is uploaded as a PDF visible in the Content area or included as a link
11	Ensure Gradebook is Set Up Accurately and Grade Items Associated	Ensure all grade items add up to 100%, that the correct NIC Grade Scale is chosen, and that the settings allow students to view their grades etc. Ensure grade items are associated with the appropriate graded items or if not, linked to a textbook site or will have manual entry
12	Ensure Visibility or Hidden State of Course Components	Hide content, quizzes, assignments, grades, and other items that you do not want students to see when the course opens, or ensure the item is visible before you set a start date
	STUDENT COMMUNICATION ITEMS	
13	Enhance Visual Table of Contents for Students	Add banners to your modules/units and introductory text to complete Visual Table of Contents to aid students in navigation of the course

14	Enable the Welcome Window Widget pop-up on the Course Home Page	Create a module/unit with the word “Welcome” in it and create one or two pages within it. You can use this for weekly welcome messages or introductions to different units. Add a welcoming message and/or video in this tool to welcome students to your course
15	Complete Instructor Profile Widget	On your course home page complete the Instructor Profile widget with a few lines about yourself. Upload an image if you wish
16	Collapse any Course Home Page Widgets You Do Not Use	Click on the small down arrow beside any of the course home page widgets to “collapse them.” This only works for your viewing, not your students. Tell them to do the same if you are not using a widget (window on home page)
17	Write a Welcome Email to Students Include Helpful Information	In your welcome email point out the Student Supports Module in your course, the NIC Learn Anywhere website and Student Technical Services for help with technology. Possibly create a short orientation video highlighting the key components of your course, how you have designed it etc. and include it in your email
	COURSE READINESS ITEMS	
18	Make Sure Everything is Working	Check all links, videos, attachments, and course components to make sure they are working. Do this in “learner” mode to ensure you are seeing what students see
19	Export Your Course	If you are not using a “Master” course (or even if you are), make a back-up copy of your course by exporting your course as a Brightspace Package. This will give you peace of mind that you have your hard work backed up for future use
20	Make Your Course Active	Ensure your course is active (visible) to students when you wish it to be. By default, all Brightspace courses are set to “inactive” meaning students cannot see them
21	Pin Course for Ease in Accessing	Pin your course so you can easily access it under the “Pinned” category in your My Courses widget or through the waffle icon. This is the fastest way to see only the courses you need