Course Readiness Checklist

The *Course Readiness Checklist* is intended to guide instructors through a series of checks to ensure that the course is ready for the start of the semester.

After completion of this checklist, log in to the [**Faculty Gateway**](https://at.ccconline.org/faculty/) at using your S# and password.

Click **the Manage Your Courses (Course Verification and Ready Checks)** linkin the **Stage of Process table.**

Click the **Ready** link to let your chair know your course is ready for the course to begin!

For assistance with specific tools associated with the checklist items, visit the [CCCOnline Knowledgebase](https://kb.ccconline.org).

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| Notes for Instructor Module |
| [ ]  Review Notes for Instructors module, including the Course Changes document, which lists any changes made by the Instructional Design team to the most recent version of the course. |
| Dates |
| [ ]  Course Schedule dates are updated |
| [ ]  Discussion Tool dates are updated |
| [ ]  Assignment dates are updated |
| [ ]  Quiz Tool dates are updated |
| [ ]  All other dates, as applicable, are updated |
| Course Home |
| [ ]  News items from the previous term are edited as necessary |
| [ ]  Instructor Information news item is posted, which includes a personalized photo, name, CCCS email address, and a telephone number (optional). This post should also remind students about the Instructor Information page in the Syllabus which is the location of record for accessing all standard information throughout the duration of the course. |
| [ ]  Create a Welcome news item and release it to students |
| Content Tool |
| [ ]  All course links work as intended |
| [ ]  Student view of course is correct (impersonate Jenny Grade to check) |
| [ ]  Attendance assignment is included and due date is prior to census |
| [ ]  Add Release Conditions to contents items if necessary |
| Start Here Module (Syllabus) |
| [ ]  **Course Materials** displays current and accurate information |
| [ ]  **Grading and Evaluation** page is accurate |
| [ ]  **Course Schedule** page is accurate and has updated dates |
| [ ]  **Instructor Information** page includes your full name, CCCS email address, and availability information (phone number optional) |
| Discussions |
| [ ]  Instructor welcome is posted in Introduction Discussion |
| [ ]  Discussion topics are locked as needed. Note that if a forum is locked, all its topics are also locked. **DO NOT** set hide or set release conditions for discussion forums because this could potentially hide your discussions from all users. |
| Grades  |
| ***In order to avoid major problems with the way D2L Daylight calculates and students see final grades, it is critical that you follow these steps in setting up the Grades tool each term.*** |
| [ ]  Grades are set to display as point values |
| [ ]  Final Calculated grade column is accurate (using Jenny Grade) |
| [ ]  Grades display properly (using Jenny Grade) |
| [ ]  Grade Items/Grades accurately mirror the Grading and Participation or Grading and Evaluation page in the Start Here module |
| [ ]  Grade items are associated with the correct corresponding activities in D2L Daylight |
| Assignments (if applicable) |
| [ ]  Assignment Folder **instructions** are accurate |
| [ ]  Assignment **attachments** are working correctly and are accurate |
| [ ]  Confirm that TurnItIn Originality Check is enabled in each assignment (if applicable) |
| Quizzes (if applicable) |
| [ ]  All Quiz links work |
| Internal Messaging and Email  |
| ***These items cannot be completed until course rosters are available and students are loaded into your course. Please complete these items by Sunday evening prior to the first day of class.*** |
| [ ]  Using the Classlist tool, send an internal Welcome message |
| [ ]  Using the student external emails provided on your **Course Roster** from the [CCCOnline Portal](https://myportal.cccs.edu/jsp/misc/schoolLoginNew.jsp?school=ccco), send an external Welcome email |
| Digital Content (if applicable) |
| ***Determine if your course is using digital content by reviewing the Course Materials page and/or Notes for Instructors information. This is a very important step so your students can access successfully the course eText and other digital assets. Visit the CCCOnline Knowledgebase*** [***Instructor Digital Content Information***](https://kb.ccconline.org/category.php?id=87) ***or the*** [***Technical Support Information***](https://kb.ccconline.org/category.php?id=87) ***to troubleshoot digital content errors.*** |
| [ ]  Locate the eText in your course from Content or associated digital platform. Open the eText and navigate through the eText. |
| [ ]  Setup digital content access by using the instructions listed in **Notes for Instructors**. Navigate through the digital content to ensure items are accessible and not producing any errors.  |
| [ ]  In publisher digital platforms, set the due dates and ensure all assignments are assigned and viewable to students. Locate setup guides in **Notes for Instructors**. |
| Pearson MyLabsPlus (MLP) Courses ONLY (if applicable) |
| [ ]  Click the MyLabsPlus button in the External Links Widget on the Course Homepage to verify the MLP section is created and working |
| [ ]  Run the MLP system check, if available |
| [ ]  Open the eText |
| [ ]  Verify all MLP components and links are functioning as intended  |
| [ ]  Set MyLabs due dates to match the Course Schedule, if applicable. Examples include: |
| * MyMathLab assignments and quizzes
 |
| * MyITLab Skills-Based Training or grader projects
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| [ ]  Set up the [MLP > D2L grade sync](https://kb.ccconline.org/article.php?id=20), if applicable. Note that this task cannot be completed prior to the start of the term. Please wait until the first week of class to set up the grade sync. |