

Brightspace pre-semester checklist

Online asynchronous course

The course is set to be automatically available 2 weeks before the start of the course.

Course orientation

- My course start date is set to be visible to students on my preferred date.
(Recommended best practice is to make the online course visible 14 days early)
- My course introduction video is complete and posted in the Start Here section
- I have added/updated my information, including office hours, to the “Meet Your Instructor” page
- My syllabus is complete and posted in the Course Info section, along with any other instructions for getting set up for class (textbook purchase, software installations, etc.)
- I have posted a welcome announcement that lets students know where and how to start the course

Course structure

- I have set up my grade book to reflect my grading structure from my syllabus
- I have, at a minimum, the first two weeks of content and assignments created and linked, in order, inside the “Week 1” and “Week 2” modules in the Content section. Each module description has step by step instructions for how I want my students to work through the module
- I have confirmed the visibility and release dates of content. (Note: an eyeball with a slash through it means that item is hidden to students)
- My start dates, due dates, and end dates are accurate. I have a plan to keep my dates consistent throughout the semester.
- I have located the “Classlist” tool which I can use to email my class

If my online course has a required synchronous component

- I have added the Zoom information to the Zoom Course Info section

After the first week

- I have checked that my students have all logged into my course by checking the “Last Accessed” column in the “Classlist” tool