

Brightspace pre-semester checklist

In-person/Hybrid course

Note: 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
- My syllabus is complete and posted in the Course Info section
- I have added/updated my information to the 'Meet Your Instructor' page
- I have posted a welcome announcement (recommended best practice)

Course structure

- I have set up my grade book to reflect my grading structure from my syllabus
- I have created my course modules and added content
- I have confirmed the visibility and release dates of content. (An eyeball with a slash means hidden)
- I have applied due dates to activities (Assignments/Quizzes/Test/Discussions)
- I have applied my preferred check-in attendance method in Qquickly settings
- I have located the 'Classlist' tool to email my class

If teaching hybrid

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