# DL/Online Instructor

**Pre-Semester Start-up Checklist**

Before the semester starts, please review the following items to ensure that your course is ready for students.

## Review the content in the Course Orientation section to verify that:

Your instructor contact information is accurate All information in the course outline is correct

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The newest course outline template has been used

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Any changes to the course outline have been approved by your Associate Dean



The correct instructor introduction letter has been posted The course schedule is still accurate and clear for students





## Browse through your course to ensure that:

Check to see if students have accessed the course and reach out to offer assistance if they have not

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The gradebook accurately reflects the assignments in the course and their designated weightings

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The links to course resources are all live and working

Quiz and exam time limits are set and deadlines are clearly posted Assignment due dates are correct and reflect the current semester

Ensure due dates are consistent throughout the course outline, course schedule, and Canvas Calendar (if used)

## Visit the online discussion boards/assignments in the course to:

Consider adding a "welcome to the course" discussion board

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Ensure discussion topics and questions are clear and correct

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## If students are required to write invigilated exams, you must:

Set the dates for the exams; this includes the start and end dates and times, if applicable

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Contact your program area if you would like to have a proctored exam.