

Category	Item	Additional Comments	<input type="checkbox"/>
Getting Started			<input type="checkbox"/>
	Review relevant Semester Start videos		<input type="checkbox"/>
Course Section Verification			<input type="checkbox"/>
	Verify your upcoming course section has been created	Your course section is created through PeopleSoft. Contact your program coordinator/APA if not available on SLATE	<input type="checkbox"/>
	Confirm course name		<input type="checkbox"/>
	Confirm course start date		<input type="checkbox"/>
	Confirm course start time		<input type="checkbox"/>
Enroll			<input type="checkbox"/>
	Enroll other instructors and course developers into courses	How to enroll instructors in SLATE	<input type="checkbox"/>
Build Course Content			<input type="checkbox"/>
	Build course content (CCC – Copy Course Content)	Copy, create, or import course components This includes adding and verifying assignments, quizzes, grade items and associations between the tools.	<input type="checkbox"/>
	Update all course dates (due dates, date restrictions, etc.)	Verify any other restrictions, selective releases, calendar dates, etc.	<input type="checkbox"/>
	Update all course content and any problem areas		<input type="checkbox"/>
	Add a welcoming message to your course homepage	Announcements are a great way to welcome your learners. Post a picture, record a video note or leave an audio clip to engage your participants.	<input type="checkbox"/>
	Update Discussions area and include your introduction	Introduce yourself, make it current	<input type="checkbox"/>
	Make sure everything is working within your course	Check links	<input type="checkbox"/>
	If you are using third party integrations, make sure all third party integrations are working	For example: Test Turnitin, Lockdown Browser	<input type="checkbox"/>
	Update syllabus and schedule with all current course information		<input type="checkbox"/>
	Update orientation video or instructions	Student orientation videos, create custom course navigation. Here is a link to the learner playlist	<input type="checkbox"/>