



UNM Learn Online Course Checklist

These items need to be addressed before the semester begins:

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| <input type="checkbox"/> Make sure you've filled out your Course Information Form and submitted it | <input type="checkbox"/> Enroll students in Groups (wait until close to the start of the semester, then monitor during add/drop period) |
| <input type="checkbox"/> Change/update dates throughout course | <input type="checkbox"/> Check to make sure all URL's in course are active (to outside sites) |
| <input type="checkbox"/> Set Availability Dates for modules/weeks | <input type="checkbox"/> Upload current syllabus and schedule |
| <input type="checkbox"/> Set Availability Dates for Assignments/Discussions/Exams | <input type="checkbox"/> Set up your Grade Center (and Smart Views if necessary) |
| <input type="checkbox"/> Delete old Discussion posts (whole class Discussion Board and <u>each</u> group Discussion Board) | <input type="checkbox"/> Check that your Grade Center has the correct columns hidden/visible to students (ongoing) |
| <input type="checkbox"/> Set up/Update Discussion forums | <input type="checkbox"/> Open course in Student View – Verify only Module 1 is showing, Images are working , Syllabus and Schedule open as pdfs and check due dates by Clicking on My Grades |
| <input type="checkbox"/> Set up/Update Groups | |

This item needs to be done each time a new module/week begins:

- ☐ **Test all tests, links, videos, MyGrades etc. in each module/week from STUDENT VIEW**

*If you are unsure how to complete any of these tasks, please set up a training session with your designer or email facultyonline@unm.edu