

A Checklist for Course Copy and Prep

Requesting Course Section Combination

What is it? This document walks through the process of requesting the combination of multiple sections of a course into a single course section from the instructor's perspective.

Why should I do it? A combined course allows course materials to be added and updated in a single location.

How do I do it? [Requesting Course Section Combination Instructions](#)

Copying Your Course

What is it? This document walks through the process of moving materials from one course section to another and completing the basic post-copy maintenance.

Why should I do it? Course materials are not automatically moved to the next semester and must be manually copied into the new course section(s).

How do I do it? [Copying Your Course Instructions](#)

Setting Global Permissions

What is it? This document walks through the process of setting file access permissions.

Why should I do it? Setting these permissions ensures that students have access to all files intended for student use in the course.

How do I do it? [Setting Global Permissions Instructions](#)

Deleting Past Announcements and Student Discussion Posts

What is it? This document walks through the process of deleting past announcements and student discussion posts.

Why should I do it? Past announcement and/or student discussion posts may have been copied from the source course and need to be removed prior to the current semester's students accessing the course.

How do I do it? [Deleting Past Announcements and Student Discussion Posts Instructions](#)

Changing Author on Discussion Starter Posts

What is it? This document walks through the process of updating the Author on Discussion starter posts.

Why should I do it? When Discussion starter posts are copied from one section to another, the Author is automatically set to Anonymous and must be updated to reflect the current instructor.

How do I do it? [Changing Author on Discussion Starter Posts Instructions](#)

Updating Instructor Information

What is it? This document walks through the process of updating the Instructor Information which informs students who their instructor is and how to communicate with their instructor.

Why should I do it? This information may change from semester to semester or between sections and should be updated/checked for accuracy.

How do I do it? [Updating Instructor Information Instructions](#)

Updating Syllabus and Course Schedule

What is it? This document walks through the process of inserting or replacing these documents within your online course.

Why should I do it? Information in these documents, such as section number or term, change from semester to semester or between sections and should be updated/checked for accuracy.

How do I do it? [Updating Syllabus and Course Schedule Instructions](#)

Checking Course Materials in Student Preview

What is it? This document walks through the process of checking course materials from the perspective of a student using Student Preview.

Why should I do it? Since the students' view of a course is not identical to the instructor's, it is recommended that course materials be reviewed from a student's perspective. Any broken/invalid external or internal links will become apparent during this process.

How do I do it? [Checking Course Materials in Student Preview Instructions](#)

Updating Dates in Folder Description Text

What is it? This document walks through the process of updating dates that may appear in the description text of items such as Folders.

Why should I do it? Dates in description text do not update automatically when Display and/or Due Dates are adjusted and must be updated manually.

How do I do it? [Updating Dates in Folder Description Text Instructions](#)

Updating Display and Due Dates

What is it? This document walks through the process of updating dates in items that have Display Date and Due Date settings (e.g. Folders, Assessments, Discussions, etc.).

Why should I do it? Display and Due Date settings are not automatically updated when course materials are copied from semester to semester. These settings need to be updated to reflect the “current” semester.

How do I do it? [Updating Display and Due Dates Instructions](#)

Enrolling Students in Groups

What is it? This document walks through the process of enrolling students in previously created groups and verifying group membership.

Why should I do it? Students are not automatically enrolled in Groups when course materials are copied from semester to semester. Enrollment needs to be established and verified in the “current” semester section(s).

How do I do it? [Enrolling Students in Groups Instructions](#)

Updating Grade Center Columns

What is it? This document walks through the process of deleting extra or duplicate Total columns, organizing grade columns, and updating Due Dates on manually created grade columns.

Why should I do it? An organized Grade Center makes grading and viewing grades easier from the instructor perspective. Duplicate or extra Total columns are visible to students, causing grade confusion, and should be removed. Due Dates on manually created grade columns are not automatically updated when course materials are copied from semester to semester. These dates need to be updated to reflect the “current” semester.

How do I do it? [Updating Grade Center Columns Instructions](#)