ELI COURSE PREP CHECKLIST
Please use this as a checklist to make sure that your course site is ready for students.

PLEASE CHECK THESE ITEMS

- Course Menu -- Click each button/link, and review all of the content to ensure that it is up-to-date and in proper order.
- Announcements and Discussion Forum posts -- Check for old or unnecessary items. If your course uses Group Forums, check for old posts in those forums.
- Links and Videos -- Check all web links and videos in the course to make sure that they are still active, contain no error messages, play correctly, etc.
- Exams, Exam Passes & Quizzes --
  - Verify that the Exam Pass in the Syllabus has your name, and the form number on the pass matches the form number of the exams in the exam folder.
  - Ensure exams & quizzes are located in the designated course folders and the links work properly.
  - Confirm that proctored exams are password protected. If you are prompted for a password when clicking the link, the exams are protected.
- Grade Center -- Check for missing or duplicated items in the grade center compared to the grading policy in your course syllabus*.
- Course Availability -- Make your course available to students no later than the morning of the first day of class*.

PLEASE EDIT/UPDATE THESE ITEMS

- Critical Dates -- Where your course includes specific critical dates, make sure they are updated for ELI's calendar. Find Critical Dates on the ELI website at http://eli.nvcc.edu/sessions.htm
- Due Dates / Course Schedule:
  - Update the Overview of Assignments dates in the syllabus.
  - If you see in your syllabus an Overview of Assignments chart for a different course length (e.g. you are teaching a 16 wk course, but you see a chart for an 8 week course), remove it.
- Welcome & Contact Information -- Add your welcome message, office hours, and contact information*. You can personalize your welcome with a photo, video or audio message.
- Virtual or On-campus Meetings -- Update dates, times, and locations for any virtual or on-campus labs and meetings.
- Blackboard Tools -- If your course uses any of the Blackboard Tools listed below, please make sure that they are set up properly*.
  - Blogs
  - Collaborate Sessions
  - Group Forums
  - Journals
  - Safe Assign
  - VoiceThread
  - Wikis
- Course Entry Point -- The course entry point should be the Welcome or Start Here page for the 1st week of class. Change the course entry point to Announcements after the 1st week of class or after the NVRX/Census date*.

DO NOT EDIT THESE ITEMS

Please do not edit or change any of the following items:

- Course Menu items including Tools, Student Support and Bb Tutorials
- Syllabus items:
  - Prerequisites & Objectives
  - ELI Policies and Procedures
  - Books, Materials & Learning Tools
  - Grading, Withdrawals & Incompletes
  - Taking Exams & Exam Passes
  - Plagiarism, Student Rights & Responsibilities
  - Online Communication – Netiquette
  - Accommodation Statement
- Proctored Exams & Activities -- Do not change point values or content on any graded assignments.
- Discussion Board Forums -- Do not make changes to the names/descriptions of forums or point values
- Menu or Content items that are noted as Hidden -- Do not make Menu items available that have a (hidden) designation next to them, i.e. do not make the Instructor Feedback (hidden) on the course menu visible to students. Menu items marked as hidden are visible to instructors with the Edit mode on, but hidden from students.

NEED HELP?

- ELI ID Help (eliidhelp@nvcc.edu) is ready to assist you with any questions, concerns, or errors you find as you prepare your course sections.
- Use the Instructor Feedback button in your course to provide feedback on any content design changes that you would like to recommend.
- For a printable version of this checklist, please go to http://novaonline.nvcc.edu/checklist/CoursePrep_Printable.pdf

*Tutorials are available at: http://novaonline.nvcc.edu/checklist
Faculty Policies -- Make sure that you are familiar with the course policies relating to attendance, course progress, withdrawal, extensions, incompletes, etc. If you have questions or need clarification on faculty policies, contact ELI's Associate Vice President for e-Learning, Dr. Jennifer Lerner at jlerner@nvcc.edu.