

Semester Start - Instructor Checklist

Last Modified on 09/20/2023 1:30 pm CDT

Item	Additional Comments	
Course Shell Verification		
Verify your course shell is present in your D2L course list. (https://vimeo.com/218210599)	If it is not, check in iStar. Contact your chair or Department Manager if the course is missing in iStar. Contact Technical Support (https://vtac.lonestar.edu/help/vtac-support) if it is only missing in D2L.	<input type="checkbox"/>
Activate your D2L section early. (https://vtac.lonestar.edu/help/activate-course)	Activation allows your students to: <ul style="list-style-type: none">• Access your course once the start date arrives.• See the course link in their My Courses list if they are enrolled in the course.• Verify that their course registration is accurate prior to the first day of class.	<input type="checkbox"/>
Confirm Roster		
Merge course rosters. (http://vtac.knowledgeowl.com/help/a147)	To merge multiple course rosters, please enter the course in D2L you wish to designate as the primary course and go to VTAC Support > Self-Service > Course Design > Merge Course Rosters (https://vtac.lonestar.edu/help/vtac-self-service#coursedesign). NOTE: If your secondary sections do not show up when you click the primary section, check the "Active" tab at the bottom of the screen to inactivate sections that are already active. This will allow them to be merged.	<input type="checkbox"/>
Reconcile your D2L roster (https://vtac.lonestar.edu/help/reconcile-roster) (daily for the first week).	<ol style="list-style-type: none">1. In D2L, go to VTAC Support > Self Service > User Access > Reconcile Your Rosters (https://vtac.lonestar.edu/help/vtac-self-service#useraccess).2. Click the [Enroll into D2L] or [Un-enroll from D2L] button to correct the roster.3. Repeat regularly until registration is complete. NOTE: Without this tool, it can take up to 36 hours for iStar updates to be reflected in D2L.	<input type="checkbox"/>

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Add other instructors, TAs, etc. https://vtac.lonestar.edu/help/add-user	<ol style="list-style-type: none"> 1. In D2L, go to VTAC Support > Self-Service > User Access > Add a User to Your Section (https://vtac.lonestar.edu/help/vtac-self-service#useraccess). 2. Submit the request form with the username or ID for all of the other instructors, TAs, etc. you want to have access to your course. 	<input type="checkbox"/>
NOTE: You must have the username or ID of the user you are trying to add to your course; you cannot search with the user's name.		
Training		
Become familiar with VTAC Services https://vtac.lonestar.edu/help/vtac-assistance	In D2L, go to VTAC Support > Assistance (https://vtac.lonestar.edu/help/vtac-assistance#vtac).	<input type="checkbox"/>
Complete any necessary Online Teaching Certification https://vtac.lonestar.edu/help/vtac-learning#otc	In D2L, go to VTAC Support > Learning > Online Teaching Certification (https://vtac.lonestar.edu/help/vtac-learning#otc) to sign up for certifications.	<input type="checkbox"/>
Build Course Content		
Build, copy https://vtac.lonestar.edu/help/copy-course-components-advanced), or update course content.	Build, copy, import, or update course components from sandbox or previous course as needed.	<input type="checkbox"/>
Update all course dates (due dates, date restrictions, etc.).	Add any other desired restrictions, conditional releases, or calendar dates. The Manage Dates tool is available from the Course Management > Course Admin link on the navbar.	<input type="checkbox"/>
Add or check Grades items and associations.		<input type="checkbox"/>
Add or check Assignments.		<input type="checkbox"/>
Update the Lockdown Browser Dashboard after you copy a course.	If you use LockDown Browser and have copied quizzes from another course or previous semester, <i>the Dashboard must be visited before the first quiz</i> to avoid student errors. Click on Course Activities > Quizzes and click the LockDown Browser tab to accomplish this task.	<input type="checkbox"/>

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Add or check Quizzes (preview and complete as a student).		<input type="checkbox"/>
Add or check Discussions.		<input type="checkbox"/>
Make sure publisher materials import correctly.		<input type="checkbox"/>
Add new welcome announcement/video/ audio in an announcement item on the course home page. Send welcome email to students.		<input type="checkbox"/>
Update syllabus and schedule with current semester information.		<input type="checkbox"/>