BEGINNING OF SEMESTER CHECKLIST
Internet and Blended Courses

☐ Complete eCampus Training (any faculty member who has not previously completed training)
   http://www.blinn.edu/acadtech/training/registration.html

☐ Submit a Merged Course Request (if applicable)
   Last day for merging is Wednesday, August 26th, 2015 at 5 pm. Submit request ASAP.
   Note: Internet and Blended courses are automatically enabled for student access. However, if you want your course to be merged, you must fill out a merged request form. Please note there are deadlines associated with merging, and no merging is allowed once classes have begun. In addition, only “like” courses can be merged. You cannot merge two different courses. Online or blended courses must submit form to Dean for permission prior to merge. The dean must return signed form to Distance Learning for merge to be completed. Place merged requests by logging in to the Faculty Staff page at http://www.blinn.edu/online/instructors/index.htm

☐ Enter Syllabi and CV information in Concourse at https://blinn.campusconcourse.com/login
   Add syllabus link to Desire2Learn module.
   https://www.blinn.edu/acadtech/training/selfhelp/concourse/index.html

☐ Copy course content from previous semester’s course shell to current semester’s shell.
   (Handout is located eCampus HELP FILES Central, Managing Your Course Module, Import, Export, Copy Video, or under Links and Resources Copying course components between org units) CAUTION! Do NOT copy your course content twice.
   Before importing content from another course make sure that the course is empty - the Content, Quizzes, Dropboxes, Discussion forums, and Gradebook pages should be BLANK before copying new content into the course. If they are not blank – manually remove all content before you import content from another course section.

☐ Move Tegrity recordings to current semester’s course shell.
   Multiple videos may be selected to ‘batch move’ from previous semester to current semester. For instructions go to https://help.tegrity.com/how-to-move-a-recording.html Re-link any hyperlinks to Tegrity recordings that are embedded in eCampus course content. This ensures that currently enrolled students are able to access class recordings.

☐ Revise your due dates for all content items. Use the Manage Date Tool found under Edit Course to bulk edit dates. (Handout is located eCampus HELP FILES Central, Managing Your Course Module, Manage Dates Module.) Make sure that all future quizzes are set to the correct start and end dates.

☐ Revise News Item(s) you intend to reuse.

☐ If using Turnitin drop boxes check your TurnItIn drop boxes for date settings and make sure they ‘function’.

☐ Set up your gradebook. (Handout is located in eCampus course HELP Files CENTRAL, Assessments Module>Grades Module>Links and Resources Module>Creating a grade book with the Grades Setup Wizard)

   Release your Final Calculated Grade to ensure that students view their ongoing average.
   See directions on Final Calculated grade release in Help Files Central course>Content Tab > Assessments > Gradebook > FAQs sub-module. You must complete the grade release process at the start of each semester.

☐ Check all links, both internal (to content in eCampus) and external (publisher content, web sites, etc.)

☐ Check your first week’s assignments to verify they are listed under CONTENT and available to your students.

☐ Review the Blinn College Online Standards to make sure you comply with the requirements.
   https://www.blinn.edu/disted/instructors/standards.html