BEGINNING OF SEMESTER CHECKLIST
Web-Enhanced and Interactive Video Courses

☐ Complete eCampus Training (New Instructors Only)
   http://www.blinn.edu/acadtech/training/forms/registration.html

☐ 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 maybe selected to ‘batch move’ from previous semester to current semester.
   Re-link any hyperlinks to Tegrity recordings that are embedded in eCampus course content
   to ensure that currently enrolled students will be able to access class recordings.

☐ Revise your assignment dates for this semester. 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.)

☐ Revise any News Items 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 using the Setup Wizard (if applicable). (Handout is located in eCampus course D2L
   HELP FILES CENTRAL, Assessments Module, Grades Module, Links and Resources Module,
   Release your Final Calculated Grade to ensure that students can view their ongoing average.
   Directions for Final Calculated Grade release are locating in the Help Files Central course > Content Tab
   > Assessments > Gradebook > FAQs sub-module. You must complete the grade release process in each section
   at the start of each semester.

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