

Brightspace/D2L Going “Online” Checklist

Did you ...

- Include a discussion forum for students to re-introduce themselves?
- Check to see that the revised **syllabus** is complete and up-to-date? (PDF is preferred) Check to see that the revised course **grading policy** is clearly stated?
- Add informative **announcements** for the transition using the **News tool**?
- Include suggestions for appropriate online student behavior, or “netiquette”?
- State your preferred mode of communication and shared commitment to timeliness?
- Provide comparable **online content** to replace the content typically taught in your lectures?
- Specify **learning objectives** or outcomes for each week or lesson?
- Provide enough **assessments** or graded items to measure your learning outcomes?
- Check **course navigation** in **View as student** mode to see if students can find content easily?
- Test all content, activities and assessments in **View as student** mode to be sure they function as expected?
- Provide opportunity for **class interaction** – i.e. discussion forums, Zoom or Virtual Classroom?
 - Provide **drop boxes** for students to submit assignments?
- Check **instructions** on discussion forums & assignments to be sure expectations are clear?
- Check to see that content under the **Table of Contents** is organized in a weekly structure with all links and folders labeled with due dates, descriptions, directions, etc?
- Check the start date and end date for any content that should be time released?
- Check the start date and end date for quizzes/assessments?
- Configure your **gradebook** properly?
- Connect all graded assessments to the associated grade item in the grade book?

If you can answer yes to these questions you are ready to go “online”!