

# Pre-Semester Checklist

Prior to teaching the course, please make sure to update the following items:

## 1. Course Home

Update your instructor information located on the course Home page. Use the template provided.

👤 Your Instructor	
Name	Paul Howard
Phone	555-555-5555
E-mail	paulhowardemail@gmail.com
Semester	2016 Summer Ten

**To Edit.** To edit the Home page, click on the “Edit” button located on the top of the page. Scroll down until you see “Your Instructor”. Only edit the text next to Name, Phone, E-mail, and Semester. Once you are finished, click “Save”.

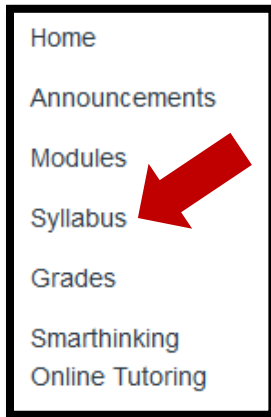
## 2. Course Schedule/ Assessment Due Dates

**Step 1.** Review the weekly breakdown of the course schedule, which is located under the Get Started Module. E.g. Week 1 covers Get Started, and Module 1, Week 2 covers Module 2 and so on.

You have two options to set the Due Dates:



**Option 1.** Go to Calendar and drag the course assignments into their respective due dates.



**Option 2.** Go to Syllabus, located on the Course Navigation. Under “Assignment Summary”, you will see a list of assignments. To add a Due Date, right click on the item, open link in new tab, EDIT, scroll down to Assign, and enter in a Due Date. You will need to do this for each course item.

1. Readiness Quiz should be due on the first week;
2. Module 1 Discussion, Assignment, Quiz may be due on the first week.

### 3. Assignments

If your course assignments require students to submit through Turnitin, please follow these instructions on how to setup the Turnitin assignment.

**Step 1.** Go to the module assignment, right click, and open in a new tab.

**Step 2.** Click on “Edit Assignment Settings”.

**Step 3.** Scroll to “Submission Type”, select “Online”.

**Step 4.** Click the option for “File Uploads” under “Online Entry Options”.

**Step 5.** Scroll down to “Plagiarism Review” options, select “Turnitin” from the dropdown.

**Step 6.** Ensure that all three boxes under “Compare submissions against” are checked.

**Step 7.** Add in an assignment Due Date on the bottom of the page. Click “Save”.

*\*If you need assistance, please contact [elarninghelp@ocean.edu](mailto:elarninghelp@ocean.edu)*

### 4. Quiz/Exam Settings

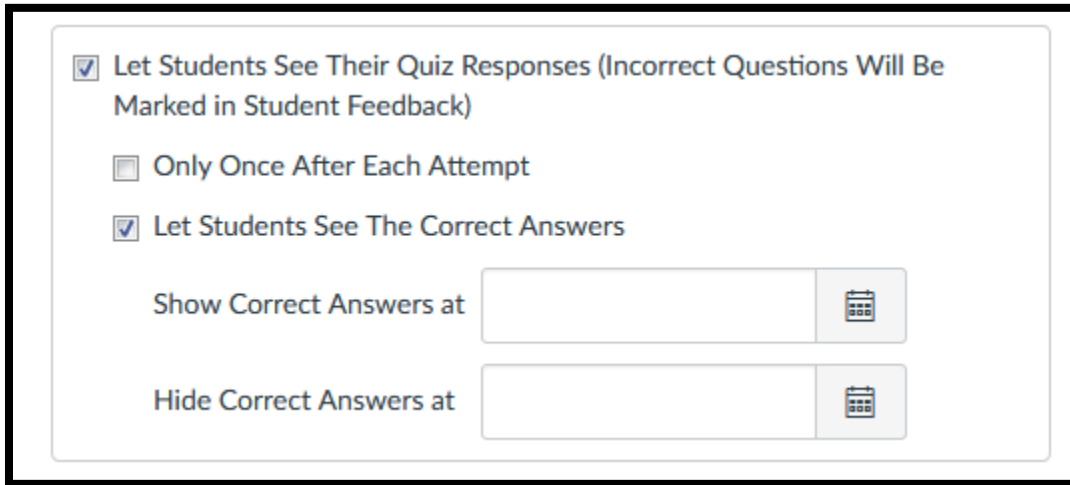
For each course quiz/exam, as the instructor, you have the option to allow students to see their responses and view the correct answers. To edit these settings, please follow these steps,

**Step 1.** Click on Modules, located on the course navigation.

**Step 2.** Click on the appropriate quiz/exam.

**Step 3.** Select “Edit”, located on the top of the page.

**Step 4.** Under Options, please check the appropriate settings based on your course policies.

A screenshot of a quiz settings interface. It features a white background with a thin grey border. At the top, there is a checked checkbox followed by the text "Let Students See Their Quiz Responses (Incorrect Questions Will Be Marked in Student Feedback)". Below this is an unchecked checkbox followed by "Only Once After Each Attempt". The third option is a checked checkbox followed by "Let Students See The Correct Answers". Underneath, there are two rows of controls. The first row is labeled "Show Correct Answers at" and has a text input field followed by a calendar icon. The second row is labeled "Hide Correct Answers at" and also has a text input field followed by a calendar icon.

*\*Instructors have the option to adjust these settings based on their course. If you feel that students should not be able to view their answers, you may keep The Correct Answers hidden.*

## 5. Instructor Policies

Update the Instructor Policies section in the Syllabus.

**Step 1.** Click on Modules, located on the course navigation.

**Step 2.** Select Syllabus, located under the Get Started Module.

**Step 3.** Click on "Edit", located on the top of the page.

**Step 4.** Edit the Instructor Policies section, click "Save".

## 6. Instructor Bio

Share some information about yourself to your students. Here are some recommended items.

- Educational Background
- Academic Accomplishments
- Research Interests
- Teaching Pedagogy

Not recommended: overly personal non-related information; personal preferences outside the discipline (for example: political, social, and religious beliefs)

## 7. Review Course Materials

Please take the time to ensure that all content items are present in the course. If the course schedule mentions an item that is not located in one of the modules, please

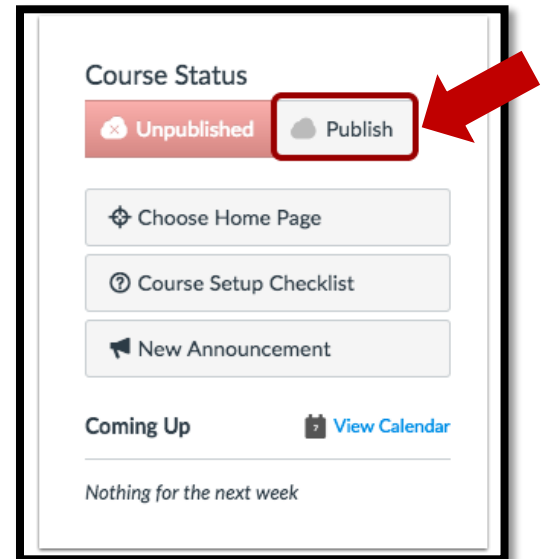
notify the eLearning Department. It is also important that you report any broken videos or links.

## 8. Publish Your Course

Please make sure to Publish your course prior to the semester start date. If you fail to Publish your course, students will not be able to access the course or the course content.

**Step 1.** Open your course and view the Course Home Page. In the Sidebar, click the *Publish* button.

**Step 2.** Ensure that all module content is published. This can be done by going to each Module in the course and clicking on the cloud icon. If the icon displays “green”, the content is published.



### **\*Important:**

- **Please DO NOT update the information provided in the course Syllabus. If you have any questions or concerns regarding the information found in the Syllabus, please contact the eLearning Department.**
- **Please DO NOT remove or modify course content templates or colors in your course(s). Course templates and colors were approved by the eLearning Department to ensure that all online courses have the same user experience.**
- **Please DO NOT remove or modify the picture slideshow located on the course Home Page. If the slideshow is accidentally deleted, please contact the eLearning Department.**

(Revised 10/8/2018)