Semester Start - Instructor Checklist

Item	Additional Comments	
Course Shell Verification		
[Verify your course shell is present in your D2L course list.](https://vimeo.com/218210599) (https://vimeo.com/218210599)	If it is not, check in **iStar**. Contact your **Department Chair** or **Dean** if the course is missing in iStar. Contact [Technical Support](https://vtac.lonestar.edu/help/vtac-support) (https://vtac.lonestar.edu/help/vtac-support) if it is only missing in D2L.	☐
[Activate your D2L section early.](https://vtac.lonestar.edu/help/activate-course) (https://vtac.lonestar.edu/help/activate-course)	Activation allows your students to: • 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.	☐
Confirm Roster		
[Merge course rosters.](http://vtac.knowledgeowl.com/help/a147) (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) (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.	☐
[Reconcile your D2L roster](https://vtac.lonestar.edu/help/reconcile-roster) (https://vtac.lonestar.edu/help/reconcile-roster) (daily for the first week).	1. In D2L, go to [VTAC Support → Self Service → User Access → Reconcile Your Rosters](https://vtac.lonestar.edu/help/vtac-self-service#useraccess) (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.	☐

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Add other instructors, TAs, etc. (https://vtac.lonestar.edu/help/add-user)	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. **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).	☐
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.	☐
Build Course Content		
Build, copy (https://vtac.lonestar.edu/help/copy-course-components-advanced), or update course content.	Build, copy, import (https://vtac.lonestar.edu/help/import-zipped-content), or update course components from sandbox or previous course as needed.	☐
Update all course dates (due dates, date restrictions, etc.).	Add any other desired restrictions, conditional releases, or calendar dates. The Manage Dates tool (https://vtac.lonestar.edu/help/offset-course-dates) is available from the **[Course Management] → [Course Admin]** link on the **Navbar**.	☐
Add or check Grade Items (https://vtac.lonestar.edu/help/create-and-edit-gradebook) and Associations (https://vtac.lonestar.edu/help/associate-a-grading-activity-with-a-grade-item).		☐
Add or check Assignments.		☐

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Update the Lockdown Browser Dashboard after you copy a course. (https://vtac.lonestar.edu/help/cannot-access-respondus-quiz#update-ldb)	If you use LockDown Browser and have copied quizzes from another course or previous semester, *the Dashboard must be visited before the first quiz* to avoid student errors. Click on Course Activities → Quizzes and click the LockDown Browser tab to accomplish this task.	☐
Add or check Quizzes (preview (https://vtac.lonestar.edu/help/preview-quizzes) and complete as a student).		☐
Add or check Discussions (https://vtac.lonestar.edu/help/discussions).		☐
Make sure publisher materials import correctly.		☐
Add new welcome announcement/video/ audio in an announcement item on the course home page. Send welcome email to students.		☐
Update syllabus and schedule with current semester information.		☐