

Semester Start - Instructor Checklist

Last Modified on 05/14/2025 11:45 am CDT

Course Shell Verification		
Verify your course shell is present in your D2L course list (https://vimeo.com/218210599)	<p>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) if it is only missing in D2L.</p> <p>NOTE: Course shells will not appear in D2L if the course's Start Date is more than 160 days away.</p>	<input type="checkbox"/>
Activate your D2L section early (https://vtac.lonestar.edu/help/activate-course)	<p>Activation allows your students to:</p> <ul style="list-style-type: none">• 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.	<input type="checkbox"/>
Confirm Roster		
Merge course rosters (http://vtac.knowledgeowl.com/help/a147)	<p>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).</p> <p>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.</p>	<input type="checkbox"/>

Reconcile your D2L roster (https://vtac.lonestar.edu/help/reconcile-roster) (daily for the first week)	<ol style="list-style-type: none"> 1. In D2L, go to VTAC Support → Self Service → User Access → Reconcile Your Rosters (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. 4. If after reconciling your roster, your Classlist still does not match your iStar enrollment, please contact vtac@lonestar.edu (). <p>NOTE: Without this tool, it can take up to 36 hours for iStar updates to be reflected in D2L.</p>	<input type="checkbox"/>
Add other instructors, TAs, etc. (https://vtac.lonestar.edu/help/add-user)	<ol style="list-style-type: none"> 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. <p>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.</p>	<input type="checkbox"/>
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).	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>

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 .	<input type="checkbox"/>
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)	Confirm that all course activities (quizzes, discussions, assignments) are correctly linked to grade items. Review categories, point values, and visibility settings.	<input type="checkbox"/>
Add or check Assignments	Verify that all assignment folders are created, instructions are clear, due dates are accurate, and file submission settings are appropriate. Link to grade items where needed.	<input type="checkbox"/>
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, <i>the Dashboard must be visited before the first quiz</i> to avoid student errors. Click on Course Activities → Quizzes and click the LockDown Browser tab to accomplish this task.	<input type="checkbox"/>
Add or check Quizzes (preview (https://vtac.lonestar.edu/help/preview-quizzes) and complete as a student)	Review each quiz to ensure questions, settings, and availability dates are correct. View Course as a Student (https://vtac.lonestar.edu/help/view-course-as-student) to test the quiz experience from the student perspective.	<input type="checkbox"/>
Add or check Discussions (https://vtac.lonestar.edu/help/discussions)	Confirm discussion topics are up-to-date and aligned with course activities. Set appropriate availability, visibility, and grade settings.	<input type="checkbox"/>
Verify publisher materials import correctly	Verify that any third-party publisher content (e.g., Pearson, McGraw-Hill, Cengage) is properly linked and accessible through D2L. Verify that links are working correctly to avoid student access issues.	<input type="checkbox"/>

<p>Welcome announcement and/or email (Recommended)</p>	<p>Create a warm and inviting welcome message on the course homepage. Send a welcome email to set expectations and share first-week instructions.</p>	<input type="checkbox"/>
<p>Update syllabus and schedule with current semester information</p>	<p>Revise key dates, office hours, course policies, and assignment deadlines in the syllabus and upload the updated version to the course Content area.</p>	<input type="checkbox"/>