

# Semester Start - Instructor Checklist

Last Modified on 07/24/2025 4:01 pm CDT

Course Shell Verification		
<a href="#">Verify your course shell is present in your D2L course list</a> <a href="https://vimeo.com/218210599">https://vimeo.com/218210599</a>	<p>If it is not, check in <b>iStar</b>. Contact your <b>Department Chair</b> or <b>Dean</b> if the course is missing in iStar. Contact <a href="#">Technical Support</a> (<a href="https://vtac.lonestar.edu/help/vtac-support">https://vtac.lonestar.edu/help/vtac-support</a>) if it is only missing in D2L.</p> <p><b>NOTE:</b> Course shells will not appear in D2L if the course's <b>Start Date</b> is more than <b>160 days</b> away.</p>	<input type="checkbox"/>
<a href="#">Activate your D2L section early</a> <a href="https://vtac.lonestar.edu/help/activate-course">https://vtac.lonestar.edu/help/activate-course</a>	<p>Activation allows your students to:</p> <ul style="list-style-type: none"><li>• Access your course once the start date arrives.</li><li>• See the course link in their <b>My Courses</b> list if they are enrolled in the course.</li><li>• Verify that their course registration is accurate prior to the first day of class.</li></ul>	<input type="checkbox"/>
Confirm Roster		
<a href="#">Merge course rosters</a> <a href="http://vtac.knowledgeowl.com/help/a147">http://vtac.knowledgeowl.com/help/a147</a>	<p>To merge multiple course rosters, please enter the course in D2L you wish to designate as the primary course and go to <a href="#">VTAC Support → Self-Service → Course Design → Merge Course Rosters</a> (<a href="https://vtac.lonestar.edu/help/vtac-self-service#coursedesign">https://vtac.lonestar.edu/help/vtac-self-service#coursedesign</a>).</p> <p><b>NOTE:</b> If your secondary sections do not show up when you click the primary section, check the <b>[Active]</b> 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"/>

<p><a href="https://vtac.lonestar.edu/help/reconcile-roster">Reconcile your D2L roster</a> (daily for the first week)</p>	<ol style="list-style-type: none"> <li>1. In D2L, go to <a href="https://vtac.lonestar.edu/help/vtac-self-service#useraccess">VTAC Support → Self Service → User Access → Reconcile Your Rosters</a> (<a href="https://vtac.lonestar.edu/help/vtac-self-service#useraccess">https://vtac.lonestar.edu/help/vtac-self-service#useraccess</a>).</li> <li>2. Click the <b>[Enroll into D2L]</b> or <b>[Un-enroll from D2L]</b> button to correct the roster.</li> <li>3. Repeat regularly until registration is complete.</li> <li>4. If after reconciling your roster, your Classlist still does not match your iStar enrollment, please contact <a href="mailto:vtac@lonestar.edu">vtac@lonestar.edu</a> ().</li> </ol> <p><b>NOTE:</b> Without this tool, it can take up to 36 hours for iStar updates to be reflected in D2L.</p>	<input type="checkbox"/>
<p><a href="https://vtac.lonestar.edu/help/add-user">Add other instructors, TAs, etc.</a> (<a href="https://vtac.lonestar.edu/help/add-user">https://vtac.lonestar.edu/help/add-user</a>)</p>	<ol style="list-style-type: none"> <li>1. In D2L, go to <a href="https://vtac.lonestar.edu/help/vtac-self-service#useraccess">VTAC Support → Self-Service → User Access → Add a User to Your Section</a> (<a href="https://vtac.lonestar.edu/help/vtac-self-service#useraccess">https://vtac.lonestar.edu/help/vtac-self-service#useraccess</a>).</li> <li>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.</li> </ol> <p><b>NOTE:</b> 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"/>
<b>Training</b>		
<p>Become familiar with <a href="https://vtac.lonestar.edu/help/vtac-assistance">VTAC Services</a> (<a href="https://vtac.lonestar.edu/help/vtac-assistance">https://vtac.lonestar.edu/help/vtac-assistance</a>)</p>	<p>In D2L, go to <a href="https://vtac.lonestar.edu/help/vtac-assistance#vtac">VTAC Support → Assistance</a> (<a href="https://vtac.lonestar.edu/help/vtac-assistance#vtac">https://vtac.lonestar.edu/help/vtac-assistance#vtac</a>).</p>	<input type="checkbox"/>
<p>Complete any necessary <a href="https://vtac.lonestar.edu/help/vtac-learning#otc">Online Teaching Certification</a> (<a href="https://vtac.lonestar.edu/help/vtac-learning#otc">https://vtac.lonestar.edu/help/vtac-learning#otc</a>)</p>	<p>In D2L, go to <a href="https://vtac.lonestar.edu/help/vtac-learning#otc">VTAC Support → Learning → Online Teaching Certification</a> (<a href="https://vtac.lonestar.edu/help/vtac-learning#otc">https://vtac.lonestar.edu/help/vtac-learning#otc</a>) to sign up for certifications.</p>	<input type="checkbox"/>
<b>Build Course Content</b>		
<p>Build, <a href="https://vtac.lonestar.edu/help/copy-course-components-advanced">copy</a> (<a href="https://vtac.lonestar.edu/help/copy-course-components-advanced">https://vtac.lonestar.edu/help/copy-course-components-advanced</a>), or update course content</p>	<p>Build, copy, <a href="https://vtac.lonestar.edu/help/import-zipped-content">import</a> (<a href="https://vtac.lonestar.edu/help/import-zipped-content">https://vtac.lonestar.edu/help/import-zipped-content</a>), or update course components from sandbox or previous course as needed.</p>	<input type="checkbox"/>

Update all course dates (due dates, date restrictions, etc.).	Add any other desired restrictions, conditional releases, or calendar dates. The <a href="https://vtac.lonestar.edu/help/offset-course-dates">Manage Dates tool (https://vtac.lonestar.edu/help/offset-course-dates)</a> is available from the <b>[Course Management] → [Course Admin]</b> link on the <b>Navbar</b> .	<input type="checkbox"/>
Add or check <a href="https://vtac.lonestar.edu/help/create-and-edit-gradebook">Grade Items (https://vtac.lonestar.edu/help/create-and-edit-gradebook)</a> and <a href="https://vtac.lonestar.edu/help/associate-an-assessment-with-a-grade-item">Associations (https://vtac.lonestar.edu/help/associate-an-assessment-with-a-grade-item)</a>	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"/>
<a href="https://vtac.lonestar.edu/help/cannot-access-respondus-quiz#update-ldb">Update the Lockdown Browser Dashboard after you copy a course (https://vtac.lonestar.edu/help/cannot-access-respondus-quiz#update-ldb)</a>	If you use <b>LockDown Browser</b> 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 ( <a href="https://vtac.lonestar.edu/help/preview-quizzes">preview (https://vtac.lonestar.edu/help/preview-quizzes)</a> and complete as a student)	Review each quiz to ensure questions, settings, and availability dates are correct. <a href="https://vtac.lonestar.edu/help/view-course-as-student">View Course as a Student (https://vtac.lonestar.edu/help/view-course-as-student)</a> to test the quiz experience from the student perspective.	<input type="checkbox"/>
Add or check <a href="https://vtac.lonestar.edu/help/discussions">Discussions (https://vtac.lonestar.edu/help/discussions)</a>	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 via <a href="https://vtac.lonestar.edu/help/using-simple-syllabus">Simple Syllabus</a> (<a href="https://vtac.lonestar.edu/help/using-simple-syllabus">https://vtac.lonestar.edu/help/using-simple-syllabus</a>)</p>	<p>Review and revise key details such as important dates, office hours, course policies, and assignment deadlines. Once updated, students can access the syllabus through the <b>[Syllabus]</b> link in the D2L course navbar.</p>	<input type="checkbox"/>