

Semester Start - Instructor Checklist

Last Modified on 04/30/2025 11:24 am CDT

Item	Additional Comments
Course Shell Verification	
<p>Verify your course shell is present in your D2L course list. (https://vimeo.com/218210599)</p>	<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>
<p>Activate your D2L section early. (https://vtac.lonestar.edu/help/activate-course)</p>	<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.
Confirm Roster	
<p>Merge course rosters. (http://vtac.knowledgeowl.com/help/a147)</p>	<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>

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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.NOTE: 	<div> NOTE: Without this tool, it can take up to 36 hours for iStar updates to be reflected in D2L. </div> <div> NOTE: If after reconciling your roster, your classlist still does not match your iStar enrollment, please contact vtac@lonestar.edu (.). </div> <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. 	<div> 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. </div> <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		

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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. If you need to copy from an old archived course or sandbox, you can use the Archive or Restore a Course (https://vtac.lonestar.edu/help/archive-or-restore-a-course) form to unarchive the course or sandbox.	<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).		<input type="checkbox"/>
Add or check Assignments.		<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).		<input type="checkbox"/>
Add or check Discussions (https://vtac.lonestar.edu/help/discussions).		<input type="checkbox"/>
Make sure publisher materials import correctly.		<input type="checkbox"/>

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Add new welcome announcement/video/audio in an announcement item on the course home page. Send welcome email to students.		<input type="checkbox"/>
Update syllabus and schedule with current semester information.		<input type="checkbox"/>