Semester Start Checklist

- New semester courses appear in D2L.
- Copy content from previous semester.
- Change start, end and due dates in Content, Discussions, Dropbox and Quizzes.
- Update Syllabus and Course Calendar documents.
- Update course content, discussions, Dropbox assignments or Quizzes.
- Delete/Expire existing news announcements.
- Create/Publish welcome message in News widget.
- Students are enrolled in the course. (Students should appear at least one week before class begins.)
- Activate course and, if needed, adjust start and end dates for course.