

## What do you need to do before your course starts?

To assist you in course preparation prior to the start of the semester, please review the checklist below. If you are teaching a fully online or hybrid course, review column A. If you are teaching a web-enhanced course, take a look at column B.

**Please note that there are several items that are required.**

*After reviewing your course against this start-of semester checklist, use the student preview to ensure course materials are viewable to students by the start date.*

Course prep checklist items	A. Fully-online or hybrid courses	B. Web-enhanced courses
1. Check to make sure correct course was copied. (if applicable) ( <a href="mailto:merceronline@mccc.edu">merceronline@mccc.edu</a> )	✓	✓
2. Course content integrity check: review web links, presentations, videos and documents, discussion forums, quizzes and tests	✓	
3. Hide from student view any materials you are not ready to share with students	✓	
4. Update discussion forum/thread	✓	
<b>5. Adjust the all assignments dates</b> in the course. Ensure Blackboard dates match syllabus dates.	✓	
6. Set-up and review <b>Grade Center</b>	✓	✓
7. Add a <b>Welcome Announcement</b> to the course. The announcement should include: a. A welcome message and short introduction of who you are and how you wish to be contacted. b. Directions on how the students should proceed. (e.g. click "Course Info" link, go to "Lessons" section, post to introductory discussion forum, etc.) c. A statement of the first deadlines for the course.	✓	✓
<b>8. Update and post Syllabus:</b> Make sure that an updated version of the course syllabus is uploaded and contains: a. Textbook information b. Course policies/expectations c. Assignments and due dates d. Instructor Contact information e. Office hours (virtual or on-campus) f. Course Grading Scale	✓	✓
<b>9. Assignment schedule with due dates</b>	✓	
<b>10. Update Assignment Rubrics</b>	✓	