Semester Startup Checklist:

1. Is your course being hosted in Blackboard?
   a. If not, do you have an announcement in Blackboard directing students to the content site?
2. Do you use WordPress?
   a. Are all your plug-ins working like you expect them to work? Updates are constantly being made and an update to one plug-in might affect how another plug-in works.
3. Is your course available for students?
4. Is your welcome announcement updated with a current date?
5. Is your syllabus updated?
6. Our program is no longer called "CDE." Are all CDE references changed to UAF eLearning?
7. Are your old announcements (or posts) hidden? Or removed?
   **Contact us if you want us to do a bulk remove.
8. First contact assignment from students (something low stakes so you know students are there) due on or before the end of the third day of class.
9. First assignment from students due on or before the end of the fee payment deadline for each semester (see the academic calendar).
10. Due On or Due Dates for the semester should show up in three places:
    a. Unit Dates (at unit level where you have the module/unit/week headings)
    b. Grade Center Dates (using the set Grade Center due dates Course Tool)
    c. Class schedule (either in same area as syllabus or in a separate menu item)
11. Students should not be using email to submit assignments due to problems with spam filtering, lost and inaccessible attachments, and lack of history of submission and grading time(s). Is there a method in place for assignments to be submitted outside of using email?
12. We are no longer using the "CRCD" bookstore. Are all references to the CRCD bookstore removed from your course? If you'd like to reference the UAF Follett Bookstore here is the information:
    UAF Follett Bookstore
    http://elearning.uaf.edu/go/books
    Constitution Hall, PO Box 750127, 504 Tok Lane Fairbanks, AK 99775
    Phone: 907.474.7348, Toll-Free: 1.888.280.8500, Fax: 907.474.7739
    Email: uaf@bkstr.com

13. Are there proctored exams in the course?
    a. Have you provided UAF eLearning the exams for this semester?
    b. Are there exam request links in your course for students to use?
14. Is the Mid-Course Survey #1 scheduled in about week 4?
15. We are no longer using Mid-Course Survey #2, has it been removed?
16. Is the End of Course Survey scheduled at the end of the course?
    (It is ok if you want this hidden and revealed at a specific time)