

## Pre-Semester Checklist

Use this list to check that your blended learning unit is ready for students to access.

		Yes	No
<b>Unit information</b>	Update Learner guide and upload to site	<input type="checkbox"/>	<input type="checkbox"/>
	Update information regarding teaching staff and technical help.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Content</b>	Make sure content is organised into manageable segments and is easily navigated	<input type="checkbox"/>	<input type="checkbox"/>
<b>Dates</b>	Update release dates for all unit components (learning modules, assignments, tests etc.)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Grade book</b>	Clean up any extraneous columns in Grade Book and make sure columns are in logical order	<input type="checkbox"/>	<input type="checkbox"/>
<b>Assessments</b>	Check that information regarding assessments (including weighting of each assessment, submission dates, instructions) is consistent with learner guide	<input type="checkbox"/>	<input type="checkbox"/>
	Make sure that there is a column in the Grade Book corresponding to each assessment	<input type="checkbox"/>	<input type="checkbox"/>
	Update due dates for assignments	<input type="checkbox"/>	<input type="checkbox"/>
<b>Links</b>	Check all links to Challengengineering resources to make sure there are no technical issues	<input type="checkbox"/>	<input type="checkbox"/>
	Check that all external links are still available. If links are not working, either replace the links or remove them from the unit.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Copyright</b>	Check all materials to ensure compliance with copyright requirements.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Set up</b>	Set up groups for any group assignments and activities	<input type="checkbox"/>	<input type="checkbox"/>
	Set up discussion topics and post welcome messages where appropriate	<input type="checkbox"/>	<input type="checkbox"/>
	Post welcome message in Announcements	<input type="checkbox"/>	<input type="checkbox"/>
<b>Student View</b>	Make unit available to students	<input type="checkbox"/>	<input type="checkbox"/>
	Go to Student View and work through the unit as a student to make sure students can see the content as you have designed	<input type="checkbox"/>	<input type="checkbox"/>