ONLINE COURSE CHECKLIST

4 WEEKS BEFORE COURSE LAUNCH
- Ensure textbook information and publisher integrations are current and correct
- Update syllabus to reflect online format and ensure language is consistent (e.g., office hours, attendance)
- Create/update course schedule
- Create welcome materials so students know how to start and get help (https://bit.ly/uga-welcome)
- Complete development of all content especially video-based content
- Finalize gradebook setup in eLC
- Copy any needed course components from existing course (https://bit.ly/uga-copycontent)
- Make offering-specific edits to copied components

3 WEEKS BEFORE COURSE LAUNCH
- Make media captioning request to DRC if you receive a letter from them (https://bit.ly/uga-drc)
- Send welcome letter for the first time; proctoring expenses must be included here
- Ensure that all placeholders in any templates used to develop the course have been updated
- Review syllabus (e.g., online office hours, updated attendance language, communication expectations)
- Complete development of all assessments and activities in eLC
- Add all start and due dates to course elements (e.g., Content, Modules, Quizzes, Discussions)
- Ensure that assessments are linked to the correct grade item
- Consider previewing course content as a student to check functionality (https://bit.ly/uga-studentview)

2 WEEKS BEFORE COURSE LAUNCH
- Send welcome letter for the second time
- Check all external links
- Check course start and end date via “Edit Course Offering Information”

1 WEEK BEFORE COURSE LAUNCH
- Send welcome letter for the final time
- Verify that desired homepage and navigation are active
- Ensure modules are set to “Visible” as appropriate

START DATE OF CLASS
- Post welcome announcement in course

COMMIT TO PREPARATION.