



Administration

Development

Course Setup

Communication

AT LEAST 2 SEMESTERS BEFORE INITIAL OFFERING

- Apply for e-suffix in time to meet CAPA deadlines (<http://bit.ly/uga-capa>)

BEFORE COURSE LISTING GOES LIVE

- List course expenses (e.g., proctoring) in Athena

MORE THAN 8 WEEKS BEFORE COURSE LAUNCH

- Order textbook(s)
- Finalize gradebook setup in master course

4-6 WEEKS BEFORE COURSE LAUNCH

- If using proctoring, notify Examity with course name and URL (<http://bit.ly/uga-online-testing>)
- Request e-Reserves (<http://bit.ly/uga-e-reserves>)
- Ensure that welcome materials are in place so students will know how to get started
- Complete development of all content, assessments, and activities in master course
- Ensure that assessments are linked to the correct grade item in master course
- Request captioning required for any course media
- Copy course components from master course (<http://bit.ly/uga-copy-content>)
- Make offering-specific edits to the course
- Update course schedule
- Update all start and end dates applied to course elements (e.g., Content Modules, Quizzes, Discussions)

3 WEEKS BEFORE COURSE LAUNCH

- Send welcome letter for the first time
- Ensure that all placeholders in any templates used to develop the course have been updated
- Read and update syllabus (e.g., online office hour information)
- Review all release conditions

2 WEEKS BEFORE COURSE LAUNCH

- Send welcome letter for the second time
- Check all external links
- Check course start and end date via "Edit Offering Information"

1 WEEKS BEFORE COURSE LAUNCH

- Send welcome letter for the final time
- Verify that desired homepage and navigation are active
- Ensure modules are set to "Published" as appropriate

START DATE OF CLASS

- Post welcome announcement in course

COMMIT TO
PREPARATION.