![NIC | CENTRE FOR TEACHING & LEARNING INNOVATION]

BRIGHTSPACE COURSE –

TERM START CHECKLIST

DONE	1. COURSE SET UP
	Confirm Class List — Compare your class list on <u>myNIC</u> Faculty Self-Serve area to your class list on Brightspace – if missing any students in Brightspace submit a ***Service Desk ticket**
	*If you have cross-listed sections, be sure you're in the **merged enrolment course.***
	Add Other Instructors or Support Roles — To add instructors or support staff to your course, go to Classlist > Add Participants > Add Existing Users. You can assign them a Learner, Read-Only, or Instructor role depending on the level of access needed.***Resource**

DONE	2. COURSE CONTENT ITEMS
	Upload or Copy Course Content into Registration-Linked Course Shell — Upload or copy content into live course from either: • Zipped folder from computer ***Resource** • Master course or previous offering ***Resource** **Reminder: If you have cross-listed sections, be sure you're in the **merged enrolment course.***
	Use PDF documents vs Word docs for quicker viewing – Brightspace automatically converts Microsoft files (like Word or PowerPoint) to PDF for viewing. To improve loading times and overall user experience, it's best to upload files as PDFs – unless students need to download and edit the original format.
	Remove Unnecessary Items & Update Dates — If you've copied course content from another instructor, non-required items (e.g., outdated Course Outlines) should be removed. Use Manage Dates tool to change dates if needed. ***Resource**
	***Ensure course outline is up to date** per <u>Course Outline Policy 3-35</u> and is uploaded as a PDF visible in Content area or as a link.*
	Ensure Course Content is Organized in BOTH Manage Files and Content Areas — Ensure course content is organized similarly in both Manage Files area and Content area so there is ease in updating and enhancing your course in future, ease for IT support to fix issues, ease in copying from term to term and ease in updating new content. ***Resource (Manage Files, Course Builder)**

	Create Assessments (Assign., Discuss. & Quizzes)	Ensure assessment parameters are set correctly (instructions, <u>rubrics</u>, due date, submission type, graded vs ungraded, etc.) ***Resources (<u>Assignments</u>, <u>Discussions</u>, <u>Quizzes</u>)**
	Gradebook Set Up Accurately & Grade Items Associated	Ensure all grade items total 100%, correct NIC Grade Scale is chosen, and grade items are associated with appropriate assessments. ***<u>Resource</u>**
	Ensure Visibility or Hidden State of Course Components	Hide content, quizzes, assignments, grades, and other items that you don't want students to see when the course opens, or ensure the item is visible before you set a start date. ***<u>Resource</u>**

DONE	3. COURSE HOMEPAGE	
	Complete Instructor Profile Widget	Complete Instructor Profile widget with a few lines about yourself. Upload an image if you wish. ***<u>Resource</u>**
	Enable the Welcome Window Widget *Optional	Create a module/unit with the word "Welcome" in it and create one or two HTML pages within it and use for weekly welcome messages or introductions to units. ***<u>Resource</u>**
	Enhance Visual Table of Contents	Add images to modules/units and introductory text to complete Visual Table of Contents to aid students in navigation. ***<u>Resource</u>**
	Collapse course homepage widgets you don't use. Click a widget's drop-down menu to "collapse". This function operates separately for each user. ******<u>*Resource*</u>*	

DONE	4. COURSE READINESS	
	Make Sure Everything is Working	Check links, videos, attachments and course components to make sure they are working. Do this in "Learner" mode to ensure you are seeing what students see. ***<u>Resource</u>**
	Make Your Course Active & Pin for Easy Access	Ensure "Course is active" (visible to students). By default, all Brightspace courses are set to "inactive" – meaning students cannot seen them. Pin courses to easily access them under the "Pinned" tab in the "My Courses" widget or the waffle icon. ***Resources (<u>Course Active</u>, <u>Pin Course</u>)**
	Send Welcome Email to Students with Helpful Info.	Point out the Student Supports widget on the course homepage, NIC's <u>Learn Anywhere website</u> and <u>Student Technical Services</u> for help with technology. Possibly create short orientation video to highlight key components of the course. ***<u>Resource</u>**

If you have any questions or would like to schedule a meeting to review items on this list, please submit a <u>Service Desk request</u>.