Learn@UW-Superior Copied Courses Checklist

When you copy components from a previous offering and before your students have access to the course, you should always make sure it’s set up properly for the new semester.

**Note:** If you haven’t already copied the components from the previous offering yet, use the “Select Components” button instead of “Copy All” and de-select the groups that refer to prior semesters or other courses that had been copied into that course.

**Check each tool and feature to make sure:**

- Check the Updates widget on the Course Home page to display any broken links that have been copied into the new course offering.
- Check for missing or outdated information and instructions:
  - Some tools may use images, videos, files, links (URL and to D2L tools), etc. that will need to be checked as well.
- Content:
  - Make sure the Syllabus has been updated for the current course/semester and text book (if used).
  - If you link to other tools or outside resources make sure those links are still working.
  - If you are teaching a DL course, make sure the Important Distance Learning Information module has been updated.
- Groups – enroll students into groups that don’t use auto- or self-enrollment.
- Update all date/time restrictions for the new semester:
  - Tip: Some tools have the Bulk Edit option that will allow you to change the start, due, and/or end dates in that area all at once.
  - Discussions – update Locking options at the topic level.
  - Dropbox – Turnitin Due/End dates and GradeMark release date.
  - Quizzes - Any Submission Views that release questions and answers is released after the quiz date range has closed.
- Remove any topics, folders, quizzes, or grade items that you won’t need this semester:
  - Note: Before removing any Discussions Topics, Dropbox Folders, or Quizzes make sure that they aren’t associated with a Grade Item. You will need to remove the association before you can delete the topic, folder, or quiz. If you use Rubrics, you’ll need to remove those as well before deleting the item.
  - Content - Remove any outdated or unused files in the Manage Files area.
- Create any new topics, items, folders, etc. as needed.