CLEAN UP YOUR COURSE

after a course copy

Copying your course can save you time, but it is very important to make sure your course is ready for the new semester.

DELETE OLD CONTENT

Delete any unwanted course content or duplicated items/assessments:

- Documents (ex. old Syllabus)
- Discussion Board Forums and Posts
- Outdated Video Files
- Broken Web Links
- Journal or Blog Entries

UPLOAD NEW CONTENT

Add new content to your course for the current semester:

- Upload new Documents
- Create Discussion Board Forums
- Add new Video Files
- Create new Web Links

UPDATE OLD DATES

- Use the Date Management Tool to update old dates and due dates
- Update any Display After and Display Until dates (if applicable)

CLEAN UP GRADE CENTER

- Remove any duplicate Grade Center columns
- Organize your Grade Center columns
- Verify your calculated column setup; Total or Weighted Total

REVIEW CONTENT

- Make sure all of the content in your course is up-to-date, accurate, available, and visible
- Use "Student Preview Mode" to view your course as a "student"