

myLesley Course Checklist

Is your course ready for the start of the semester?

For more information:

Announcements <input type="checkbox"/> Have you posted a welcome announcement for you students? <input type="checkbox"/> Is textbook information available?	Announcements
Faculty Profile and Contact Information <input type="checkbox"/> Is your contact information available and up-to-date?	Create a Faculty Profile Create an Item with your contact information
Syllabus <input type="checkbox"/> Have you uploaded your current syllabus?	Uploading Your Syllabus
Course Content <input type="checkbox"/> Have you checked all the links in each module? <input type="checkbox"/> Are discussion forums for each week set up? <input type="checkbox"/> Have you set up release dates for each module (optional)? <input type="checkbox"/> Is your course content accessible to all users?	Adding Hyperlinks Setting up and Managing the myLesley Discussion Board Managing Release Dates Accessibility Checklist
Assessments <input type="checkbox"/> Have any tests or surveys been deployed? <input type="checkbox"/> Have any Assignments been set up for students to submit work?	Creating and Managing Tests Surveys and Pools Creating Assignments
Grade Center <input type="checkbox"/> Are the correct point values assigned to each item in the Grade Center? <input type="checkbox"/> Are there any grading columns that need to be added or deleted?	myLesley Grade Center and Grading
Additional Content <i>(may not apply to all courses)</i> <input type="checkbox"/> Have any wikis been set up? <input type="checkbox"/> Have any blogs/journals been set up? <input type="checkbox"/> Have course groups been set up? <input type="checkbox"/> Have you updated any VoiceThread content? <input type="checkbox"/> Have you updated any VoiceThread groups?	myLesley Wikis myLesley Blogs and Journals myLesley Groups Editing VoiceThreads VoiceThread Groups

If you need assistance, please contact us at elis@lesley.edu or visit <http://support.lesley.edu>.