

myLesley Course Checklist

Is your course ready for the start of the semester?

For more information:

<p>Announcements</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have you posted a welcome announcement for you students? <input type="checkbox"/> Is textbook information available? 	<p>Announcements</p>
<p>Faculty Profile and Contact Information</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is your contact information available and up-to-date? 	<p>Create a Faculty Profile Create an Item with your contact information</p>
<p>Syllabus</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have you uploaded your current syllabus? 	<p>Uploading Your Syllabus</p>
<p>Course Content</p> <ul style="list-style-type: none"> <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)? 	<p>Adding Hyperlinks Setting up and Managing the myLesley Discussion Board Managing Release Dates</p>
<p>Assessments</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have any tests or surveys been deployed? <input type="checkbox"/> Have any Assignments been set up for students to submit work? 	<p>Creating and Managing Tests Surveys and Pools Creating Assignments</p>
<p>Grade Center</p> <ul style="list-style-type: none"> <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? 	<p>myLesley Grade Center and Grading</p>
<p>Additional Content <i>(may not apply to all courses)</i></p> <ul style="list-style-type: none"> <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? 	<p>myLesley Wikis myLesley Blogs and Journals myLesley Groups Editing VoiceThreads VoiceThread Groups</p>

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