

# Semester Start Checklist

## If you are starting from scratch:

1. Develop the course, refer to the course models, workshop, consultation
2. Follow steps 2-8 below

## If you are copying from a previous semester:

1. Copy the content into a prep area or live course shell
2. Follow steps 2-8 below

These are some recommendations for what you may wish to do with your new live term course before students get access to it (generally, 1 week before the semester start date):

1. Copy Content from another Prep Area or other Bb Learn Course. [Read the tutorial.](#)
2. Confirm that the primary communications tool is available. Add either the E-mail or Messages tool link if necessary. [Read about the difference between them](#) to help you select which tool you will use in this course. [Read the tutorial.](#)
3. Check Grade Center columns and categories to ensure that you have the columns you need without duplication. Confirm that the default "Total" column (marked with a green checkmark - the external grade) is properly reflecting student grade(s), and make any necessary changes.
4. Set the Course Entry Point - what should students see first when they click on this course? [Watch tutorial.](#)
5. If this course has unused lab sections, you should email [bblearn@csuchico.edu](mailto:bblearn@csuchico.edu) and request that those lab sections be hidden in Learn.
6. You may wish to add a module page called "Notifications" on your course menu to provide students with a customizable module page or "dashboard". [Read the tutorial.](#) The Notifications page will no longer be automatically be included in "blank" course shells. If it is already in your course it will continue to be there after a course copy.
7. Use Date Manager to adjust all dates (available after/until, due dates) to match the syllabus. [Read the tutorial](#) (use the "List all dates for Review").
8. Remove the "Faculty - What's Next?" item from your home page.