











Recommended activities for the instructor to complete before the beginning of each semester.
 All resources listed can be found at <http://www.eiu.edu/d2lsolutions>.

Before the Semester Begins

	If you teach two sections of the same course, you may request to have the sections combined (cross listed) in D2L. This should be done before any content is added to either section. Resource: https://www.eiu.edu/d2lsolutions/htd2l_startup_combine.php
	Copy course content in D2L from a previous or existing course. Resource: https://www.eiu.edu/d2lsolutions/htd2l_content_copycourse.php
	Update or add due dates, availability, and content in the following areas as necessary. <ul style="list-style-type: none"> • Assignment Dropbox; Resource: https://www.eiu.edu/d2lsolutions/htd2l_assign_overview.php • Quizzes; Resource: https://www.eiu.edu/d2lsolutions/htd2l_quizzes_overview.php • Discussions; Resource: https://www.eiu.edu/d2lsolutions/htd2l_discussion_overview.php • Content; Resource: https://www.eiu.edu/d2lsolutions/htd2l_content_overview.php • Calendar
	Add or edit course content including links to outside resources. Resource: https://www.eiu.edu/d2lsolutions/htd2l_content_addcontent.php
	Setup or update the grade book. Resource: https://www.eiu.edu/d2lsolutions/htd2l_grades_setup.php
	Update the syllabus and upload to the course replacing the existing syllabus file. Resources: https://www.eiu.edu/d2lsolutions/htd2l_startup_syllabus.php
	Test the course and course components from the student view. (Select your name in the top right corner of the course site, then, select “View as Student.”)
	Post a new or update existing welcome and getting started message in the news widget. Resource: https://www.eiu.edu/d2lsolutions/htd2l_startup_welcome.php
	Send a welcome email including syllabus, required materials, technical requirements, and the date the course will become available in D2L. Resource: https://www.eiu.edu/d2lsolutions/htd2l_startup_emailclass.php
	Activate the course when you are ready for students to access the course. Resource: https://www.eiu.edu/d2lsolutions/htd2l_startup_active.php