UB Learns Course Checklist for Instructors

Use this checklist to help prepare your UB Learns course for the upcoming semester.

	Topic	Links to more information
☐	Set **Notifications** for your UB Learns account	**Personalizing Your Brightspace Profile**
☐	Download the **Pulse App** to your mobile devices	**Pulse App**
☐	**Review migrated Blackboard content** (if applicable)	**Cleaning Up Your Copied Course**
☐	**Copy course content** into current semester course (if applicable)	**Copy Course Content Between Courses**
☐	Make your course **Active** and check **Start and End Dates**	**Activating Course**
☐	Create **content modules** and add **accessible materials**	**Adding Course Materials**
☐	Add **updated syllabus** for the new semester	**Designing Your Syllabus**
☐	Create **Assessments** (**Assignments** and **Quizzes**)	**Creating Assessments**
☐	Create **Discussion Forums** and **Topics** (if applicable)	**Creating Discussions**
☐	Create **Groups** (if applicable)	**Creating Groups**
☐	Set up your **Grade Book**	**Grading**
☐	Review your course using **View as Student** to determine the visibility of content	**Viewing Content as a Student**
☐	Create a **course orientation module**	**Course Orientation**
☐	Send a **welcome announcement**	**Creating a Welcome Announcement**

- **Request Instructional Support (e.g., How do I create a quiz? How can I increase student engagement?)**
- **Technical Support (e.g., A tool isn't functioning as expected; I don't see all of my courses.)**