

Note: Do the following steps once content has been copied from a previous semester's course.

Checklist:

1. **Update** syllabus
2. **Update** all Assessment and Assignment Due Dates and Release Criteria **Timesaver Tip Below*
3. **Update** Calendar entries **Timesaver Tip Below*
4. **Review/Modify** the "Welcome" page found in "Start Here"
5. **Review/Modify** "Meet your Instructor" or "TA" page(s) in "Start Here"
6. **Check** that all weblinks work and are current
7. **Verify** proctor passwords and confirm them with Distance Education
 - a. **Contact** Jim Brown: jim.brown@usu.edu 797-5828

Need assistance? Please contact your Instructional Designer at FACT

***TIME SAVER TIP – Modifying Dates**

Using the "Date Rollover" feature:

- In the "Build" tab go to > "Manage Course"
- Select > "Date Rollover"
- Read and follow the instructions