# VIULearn Faculty Checklist: Getting Ready for a New Term

Use this checklist to ensure 1) your course shells are set up, 2) course content is built properly, 3) enrolments are working and 4) your students are ready! Checking off the items in each section along with accessing the support links (videos and instructions) will help you with a smooth start to the term!

Email us at [learnsupport@viu.ca](mailto:learnsupport@viu.ca) for assistance.

This checklist is available online here: <http://bit.ly/VIULearnChecklist>

## 1. Check Your Course Shells

*Each night, the Student Record System (SRS) and the Scheduling and Workload System (SAWS) send information to VIULearn about courses offered at VIU, who is teaching them, which students are registered in those courses, and details about students’ contact information.*

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|  | ****Item**** | ****Information and Support Links**** |
| □ | **Verify you have course shells** for all the courses you are expecting to teach and pin the course you want to access to your My Courses widget | Video and Handout support for searching for and pinning courses: <http://bit.ly/VIULearnNav>  Write us at [learnsupport@viu.ca](mailto:learnsupport@viu.ca) if you don’t see your current term course shells. |
| □ | Submit a request to **map multiple course sections** if needed | Faculty will often be teaching multiple sections of the same course so they will have two or more course shells to update. You can request to have these course sections “mapped” or combined together, so that you will only have to update one course shell for multiple course sections.  <http://bit.ly/VIULearnMap> |
| □ | Confirm **course name, start/end dates** and **active/inactive status** | Remember that students cannot see your course if it is not **active**!  <http://bit.ly/VIULearnActive> |

## 2. Build Course Content

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|  | ****Item**** | ****Information and Support Links**** |
| □ | Are you reusing content you have built before or inheriting content from a colleague? **Copy your work from prior semester** instead of rebuilding it. | We recommend you copy all materials into the new semester **first** and editing or removing unneeded materials from the new course.  <http://bit.ly/VIULearnCopy> |
| □ | Change your role to **Student** and click through your content.  Make note of any out of date files, or broken links or videos | <http://bit.ly/VIULearnViewAs> |
| □ | Check and update all **course content** | Locate and update any out of date files. <http://bit.ly/VIULearnContent> |
| □ | Check your **links and videos** to make sure all are current and still open as expected | Locate and update any out of date links: <http://bit.ly/VIULearnLinks>  Locate and update any out of date videos: <http://bit.ly/VIUTubeBasics> |
| □ | Update **syllabus and schedule** with all current semester information | <http://bit.ly/VIULearnContent> |
| □ | Update all **course dates** (due dates, date restrictions, etc.) | Consider adding all major course dates to the course **Calendar** on the course homepage.  <http://bit.ly/VIULearnCalendar> |
| □ | Check **Announcements** widget and remove any old / out of date items. | Consider adding a new welcome announcement or video.  <http://bit.ly/VIULearnAnnounce> |
| □ | Check your course **discussions**, then add them to Content | <http://bit.ly/VIULearnDiscuss> |
| □ | Check your **assignment submission folders** (formerly dropbox folders), then add them to Content | <http://bit.ly/VIULearnAssign> |
| □ | Check your **quizzes** and/or **surveys**, then add them to Content | Quizzes <http://bit.ly/VIULearnQuiz>   Surveys <http://bit.ly/VIULearnSurvey> |
| □ | Check the VIULearn **Grades** tool and associate items with your VIULearn other activities | <http://bit.ly/VIULearnGrades> |
| □ | Make sure all **third-party integrations** are working | Check any publisher links or integrations.  Write us at [learnsupport@viu.ca](mailto:learnsupport@viu.ca) if you require assistance. |

## 3. Check Your Enrolments

Check your VIU class list to confirm your students are in your course. Each night, the Student Record System (SRS) and the Scheduling and Workload System (SAWS) send information to VIULearn letting it know what all the courses at VIU are, who is teaching them, which students are registered in those courses, and details about students’ contact information.

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|  | ****Item**** | ****Information and Support Links**** |
| □ | Confirm **students are enrolled** | <http://bit.ly/VIULearnClasslist> |
| □ | **Enroll** other instructors, TA's, or support staff members into the course that need access | <http://bit.ly/VIULearnEnroll> |
| □ | If you have used **groups** in the past, remember to update them in the new course. | <http://bit.ly/VIULearnGroup> |

## 4. Get Your Students Ready

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|  | ****Item**** | ****Information and Support Links**** |
| □ | Consider booking a **VIULearn Student Orientation** for your students if they are new to the system. | We have a variety of offerings to suit the needs of all types of programs!  <http://bit.ly/VIULearnSO> |
| □ | Send a **welcome email** to students | Consider drafting a welcome email to students prior to start date letting them know some of their course materials will be in VIULearn.  We have an example email to get you started here: <http://bit.ly/VIULearnWelcome> |