D2L Course Shell Checklist

Instructor: [   ]

Course: [   ]

Date Completed: [   ]

Course Homepage:

- ☐ Verify all content on the course homepage copied over
- ☐ Verify that instructor information and the syllabus (link) is available
- ☐ Verify all pictures/images and other text display correctly
- ☐ Verify that all images have Alternative Text
- ☐ Verify all links on the homepage work
- ☐ Verify that a current welcome announcement and course navigation info is available

Content/Manage Files:

- ☐ Verify all contents copied over
- ☐ Verify that the content is not duplicated
- ☐ Verify all content and links open correctly and easily
- ☐ Verify that modules/topics not required are hidden or have proper restrictions
- ☐ Verify that all files are available in Manage Files and are organized properly
- ☐ N/A

Discussions:

- ☐ Verify all discussion forums and topics copied over
- ☐ Verify all discussion settings and date restrictions (if any) are correct
- ☐ Verify all gradable discussions are linked to the grade book

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☐ N/A

Dropbox (Assignments):

☐ Verify all assignments copied over
☐ Verify all assignment settings and date restrictions (if any) are correct
☐ Verify all file attachments copied over and that they open
☐ Verify all gradable assignments are linked to the grade book
☐ N/A

Quizzes:

☐ Verify all quizzes copied over
☐ Verify all quiz settings and date restrictions are correct
☐ Verify all questions display properly in quizzes
☐ Verify all questions are backed up in the Question Library
☐ Verify all gradable quizzes are linked to the grade book
☐ N/A

Grades (Grade Book):

☐ Verify that all categories and grade items copied over
☐ Verify that the grade scheme (points or weighted) and settings are correct
☐ Verify that all gradable items have the correct point value or weight
☐ Verify that all extra grades (one's that will not be used) are deleted
☐ N/A

Links (Web Links):

☐ Verify all web links copied over
☐ Verify all web links work

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☐ Delete or correct all non-working web links

☐ N/A

Multimedia (Video or Audio Files):

☐ Verify that multimedia files are available and play in the demo student* view

☐ Verify that files are captioned **(if applicable) and accessible to everyone

☐ If a video file, make sure that the quality (size, visibility and audio) is good**

☐ If an audio file, make sure that the audio quality is good

☐ If the file is in a format other than the recommended formats***, verify that there is associated information on how to access the file

☐ N/A

ADA Compliance:

☐ Verify that material is ADA compliant and accessible to all students

* The demo student is available in your "Classlist" and can be impersonated to give you a student view.

** If you are unsure about captions, video quality and settings, contact eLearning

*** It is preferable that you upload the video on YouTube for streaming. eLearning can help you with this. Other formats (for direct upload to D2L) are mp4 (video) and mp3 (audio).

Any Questions?

Contact us in eLearning:

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