



# Post-Copy Course Checklist

## Tips for Getting Started

Successful faculty start preparing at least four weeks before classes start. Keep in mind that students will be added to the course one week (7-days) before the start.

## Post-Copy Course Clean-up

If your course was copied from a previous session, access your course from [wentworth.brightspace.com](http://wentworth.brightspace.com) and use this list to be ready for your students. To learn how to check these items in Brightspace, [watch the course prep checklist video](#).



### Revise and replace syllabus.

Upload updated file to “Content” under a Course Syllabus & Schedule module. Use naming convention `Syllabus_DEPT-1234-01_username`



### Grade center clean-up.

Review the [Quick Gradebook Checklist](#). Make sure the grade calculation is correct, i.e. points total 1000 or percentages total 100%, and the grade schema matches what is in the syllabus.



### Update due dates

Use [Manage Dates](#) to [bulk edit](#) or [offset](#) the due dates and optional availability window.



### Delete old announcements

Previous term announcements may carry over to the new course. Consider starting over with these announcements.



### Check content

Check links to all external content including Panopto and Youtube video content. Revise/replace instructional content as needed.



### Check settings for third-party tools

Third-party tools, such as Turnitin, may have dates associated that need updating.



### Verify settings

Verify quiz, discussion, assignment settings are appropriate for your course and allow students to participate.

For more steps for a smooth semester, visit the [Faculty Course Checklist](#).