



## Smart Start Semester Start Up Checklist

<b>Course Setup</b>	
<b>Set Up Course</b>	<input type="checkbox"/> Set up current course by either importing a Master Course or copying a prior semester course.
<b>Merge Courses</b>	<input type="checkbox"/> Merge courses by submitting a help desk ticket with the main course and courses to merge into the main course.
<b>Add Supporting Teachers</b>	<input type="checkbox"/> Add supporting teachers, if you are teaching a College Credit Plus course.
<b>Roster Check</b>	<input type="checkbox"/> Check your roster and add groups, if necessary
<b>Technology Check</b>	<input type="checkbox"/> Check all course technology such as web links and publisher content and links.
<b>Course Design</b>	
<b>Start Here Content</b>	<input type="checkbox"/> Start Here content updated, including the syllabus, personal welcome, course schedule, and course textbook information.
<b>Total Review of Content</b>	<input type="checkbox"/> Total review of content includes checking weekly folders, materials, and assignments.
<b>Access Dates</b>	<input type="checkbox"/> Access dates set for course and all content can be managed under Tools/Date Management; review dates for content as necessary.
<b>Review Grade Center</b>	<input type="checkbox"/> Review your Grade Center categories, smart views, and grading scale.
<b>Teach</b>	<input type="checkbox"/> Teach; post announcements weekly; engage your students; backup course often.

For assistance, contact the Help Desk, [helpdesk@starkstate.net](mailto:helpdesk@starkstate.net).