Semester Prep Instructions

This document will provide you with a checklist you can use to prepare your course in the LMS.

[Click here to review a video that takes you through this process.](#)

Directions:

1. Look at your class schedule in mySSC to determine if your classes are 8 or 16 weeks.
   a. If 8 weeks make sure to see if they are the first or second 8 weeks, you will need to confirm the dates are set and to know what master course to copy.

2. Contact the Course Coordinator to see if there is a Master Course you can copy.
   a. Open the course you will be teaching.
   b. Click on Course Tools.
   c. Click on Course Management.
   d. Click Import/Export/Copy Components.
   e. Click on Copy Components from another Org Unit.
   f. Click on Search for Offering.
        i. In the search bar add the name of the Master Course and click on Search.
        ii. Click on the bubble beside the Master Crouse name and click on Add Selected.
   g. Click on Copy All Components.
        i. Wait on the page till you receive confirmation that the course has been copied.
        ii. Click on View Content.

3. Download the template of the class syllabus.
   a. Add your information to the syllabus.
   b. Update the Course Outline/Calendar with the dates for the Start Dates and Due Dates.
   c. Keep it handy as you will use it to set the course dates.

4. Go to the Lessons page and set the open date for each weekly folder.
   a. Click on the Weekly Folder.
   b. Click the three dots to the right of the Create New button.
   c. Click on Edit.
   d. Click on Availability Dates & Conditions.
        i. Se the Start Date.
   e. Click on Save and Close.

5. Set the due dates on assignments.

   Assignments and Quizzes
   a. Locate the assignment in the assignments folder.
   b. Click on three dots at the top of the page.
   c. Click on Edit.
   d. Change the Due Date.
   e. Click on Save and Close.

Discussions

      a. Locate the assignment in the assignments folder.
      b. Click on three dots at the top of the page.
      c. Click on Edit.
      d. Click on Availability Dates & Conditions.
            a. Set an End Date.
            b. Click on the box beside Add availability dates to Calendar.
      e. Click on Save and Close.

6. Update the Start Here page.
      a. Update the Instructor Welcome with your information.

      b. Update the Course Syllabus page.
          i. Click on the page.
          ii. Click on the three dots and click on Edit.
          iii. Delete the existing class syllabus.
          iv. Add your new class syllabus.
          v. Click on three dots at the top of the page.
          vi. Click on Replace.
          vii. Click on My Computer.
          viii. Upload the Syllabus.
          ix. Click on Add.
          x. Click on Save and Close.

      c. Review other pages listed and update as needed.

7. Update/Create Announcements.
      a. Click on Course Tools.
      b. Click on Announcements.
      c. Change the dates of the announcements by clicking on the v icon and then clicking on Edit.
      d. Create any new announcements that are needed and set the Start and End Dates.

8. Set up the Grade Book.
      a. Click on Grades.
      b. Click on the Setup Wizard and go through the options listed there.

9. Update the availability of the Course.
      a. Click on Course Tools.
      b. Click on Course Management.
      c. Click on Course Offering Information.
      d. Under Active click on Course is active.
      e. If desired, you can modify the Start Date to open the course early.