

“Before You Publish” Checklist

Use this checklist to before publishing your course.

Verify Course Settings ([What options are available on the Course Details page?](#))

- Check the start date and time.
- In Course Settings under the “more options” link, be sure the settings to allow comments on Discussions and Announcements is correct; also, be sure the option to allow/disallow Groups is correct for your course.
- Activate grading scheme in settings, if using one.
- Make sure the copyright option in the main Course Settings is appropriate.
 - Choose a license (ie. Private or Creative Commons) and set course visibility to ‘private’ or “Public”.
 - If setting course to “Public” consider adding it to the Public Course Index.
- Customize the left navigation bar

Review Course Materials and Organization

- Make sure all internal and external links are functioning correctly.
- Ensure Module [requirements](#) and [prerequisites](#) are set properly.
- If any Modules are unfinished, either [lock the unfinished Modules](#) to open at a later date or [unpublish the Modules](#) and [content Pages](#) until finished.
- If there are any Files you do NOT want students to see, be sure to [unpublish Files](#).
- If there are Pages you do NOT want students to see, be sure to [unpublish Pages](#).
- Make sure you have published all of your learning activities and content (Discussions, Quizzes, Pages, and Announcements).
- Make sure you have published all of the individual modules on the Modules page.

Review Course Assignments

- Ensure the [assignments weights](#) align with what you want your gradebook to be.
- [Mute](#) any assignments you want to keep students from seeing grades for right away
- Customize [Course Navigation](#) links (keep it simple)

Review Student Experience

- Use Student View to see what course looks like from the student perspective and to check if all modules/items are published.