

1. Is the course visible? Completed [Link](#)

GRADEBOOK

2. Have I set up my gradebook? Completed [Link](#)

3. Is the gradebook visible? Completed [Link](#)

4. Turn It In: Have I reset the course?
This is only necessary if you have imported the Turn It In assignment from a previous course. It is not necessary if you created the assignment or imported from a sandbox Completed [Link](#)

PANOPTO

5. When Using Panopto recorder to record videos, was the correct class folder selected? Completed [Link](#)

6. If you are using videos from a previous class, were they added using the import button?
Note: Videos cannot be added from other class folders in Panopto they must be imported. Completed [Link](#)

7. If students will be submitting videos, have you created an assignment folder and given students permission to see each other's videos? Completed [Link](#)

Other Issues to watch

8. Do you have any hidden items or topics? Completed

9. Is your information accurate in the course information/facilitator block? Completed

10. Have you posted your syllabus? Completed

11. Have you sent an intro email to your students? Completed
