

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

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## GRADEBOOK

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

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

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4. Turn It In: Have I reset the course? Completed [Link](#)  
*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*

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## 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? Completed [Link](#)  
*Note: Videos cannot be added from other class folders in Panopto they must be imported.*

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](#)

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## 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

12. Note course start date is not editable. If you edit the date, it will revert to official start date during Moodle's next sync (Usually over night)