

Section Checklist

After assigning your template to a section, you will want to check the following:

Assignments

- Unhide Assignments
- Check assignments and any associated selective release decisions.
- Add students to assignments if chose anything other than all students individually.
- Adding students to groups that may have been created in the template

Grade Book

- Reorder columns in the grade book
- Check to ensure columns in the grade book are marked correctly for release for student My Grades tool
- Create calculated columns, if to be used.

Calendar

- Add Calendar items that are not directly from assignments and assessments as corresponding entries

Communication

- Roster information for instructor
- Announcements
- Introductory e-Mail Composition

Rollover Dates (for future semesters)

- Check dates or entering dates for assignments and assessments with the date rollover feature.