

Brightspace Checklist



Is your Brightspace course ready for the semester?

MODULE HOME

- Have you added the key dates to the [Calendar](#)?
- Are the module teachers (instructors) [visible and in the correct order](#) in the Multi-Profile widget?
- Have you uploaded a [profile photo](#) and added your name and position in UL in your Profile?
- Have you added [custom instructor information](#) for this module (e.g. a short welcome & office hours)?

CONTENT - MODULE OVERVIEW

- Have you [updated](#) the Module Overview page?
- Have you added the module Learning Outcomes?
- Have you listed the key dates and schedule?
- Have you added information on assessment and feedback?
- Have you uploaded the [Module Outline](#)?
- Have you linked to reading lists in [Leganto](#)?

CONTENT AND ACCESSIBILITY

- Is it clear to learners which activities they must complete each week?
- Have you added all learning materials?
- Are all [links working and accessible](#)?
- Have you checked all content with the built-in Accessibility Checker?
- Do videos have [captions](#)?
- Have you provided [descriptive text](#) for all images?

ASSESSMENTS AND GRADING

- Have you added all [assignments](#), [quizzes](#), and [discussions](#)?
- Have you added relevant [rubrics](#)?
- Are assignment instructions clear and easy to find?
- Have you included relevant student supports for how to complete assessments?
- Are all assessment release dates and release conditions correct?
- Have you added all assessments to [Grades](#) (optional)?

GROUPS *

- * if groups are being used in Brightspace
- Have you created any [groups](#) correctly?
- Is the number of groups correct?
- Is the manner of group division correct?
- Is the manner of group sign-up correct?

FINAL CHECKS

- Have you made relevant [content visible](#) for students?
- Have you checked the [release dates](#) for all content?
- Have you [reviewed the site as a Learner](#) to check content is correct?
- Finally, have you [activated](#) (published) your module?

Review our [10 Steps to Getting Started in Brightspace](#) for further help