

Semester Pre-Flight Checklist and Return



Final updates and revisions to an online course should be completed before you leave for the break.

Before you leave for the semester, please make sure you have put in motion the following things:

- You understand which **online** courses you will be teaching for the next semester
- You have given the division the correct information if you want an eCampus shell for your **on-campus** course
- You know the certification date and drop date for your courses
- You know the 9000 link course for you distance learning courses
- You have made all your Ollie requests for course uploads

This includes the following steps:

Step 1: Link for blank eCampus shell appears on your eCampus home page. The blank shell will automatically appear once the course schedule is activated in Colleague.

Step 2: Go into the Control Panel of your shell(s) and, using the link to Manage Course Menu, remove ALL menu items from the empty shell. This will save you time later when you upload content.

Step 3: Copy and paste the exact TEMPLATE ID into the appropriate box on the Course Copy Request Form. If you do not have a TEMPLATE which you are uploading from – I strongly suggest you get one and begin to upload from a template to a course NOT from a course to a course. Template link: <http://ollie.dcccd.edu/ecampus/templateRequest.asp>

Step 4: From your “Courses” tab in eCampus, click on the link for Course Copy Request Form

1. Fill out Requestor Information blanks at top of form
2. In the shaded box, copy and paste into the appropriate blank the exact Template name in Step 2.

3. It may take up to 3 days for the content of the template to appear in your empty course shell.

Step 5: Once the content from the template is uploaded into the empty shell, you are ready to prepare the shell for your students.

- You have gone into your online course and for the most part have it up and ready to go for the beginning of the semester
 - a. Checked for correct upload from Ollie
 - b. Posted a current syllabus
 - c. Checked test pools
 - d. Checked discussion boards
 - e. Checked the availability for all content items. Did you set date restrictions?
 - f. Checked all dates to make sure they are current (syllabus, date in calendar, date in the test description, date in instructions)
- You understand that **ALL COURSE COPIES (OLLIE) and the IMPORT/EXPORT features are suspended the first and last week of classes.** Your copy may be slow during finals week due to demand
- You have updated your course profile information for the browseable schedule

Once you come back during convocation week – consider doing the following:

- Send an e-mail to both your .8xxx and .9xxx students. As you veterans know, it's especially important to provide them textbook information and urge them to have book in hand for the start of classes
- Reconcile your eConnect rosters with your eCampus roster. Remove any students who dropped during the registration. (There will be a "drop" symbol by their name on the roster.) Don't be surprised that students appearing as enrolled and paid on eConnect do not appear on your eCampus roster. You can add these students to your roster in the ENROLL USER area. In some cases you may have to request the student be added by Ashley McMeans-Lieberenz or Faculty Tech Support x6460 if their student ID comes up "No Criteria Matches."
- Check and reconcile your roster several times up through certification date
- Check email address. You can add their email address in eConnect to their eCampus roster by using the "Properties" button under LIST/MODIFY USERS
- Call the faculty help desk if something is not right with your course before the semester begins, 972-669-6460. (Don't wait until the last minute. There are thousands of courses up and running at this time)

- Check the course availability in eCampus. Is your course available for students? The ThunderBolt team recommends opening your online course at least 1 week before the semester begins. If you are not comfortable opening your course until the first day of the semester, send your students an email through eConnect, so they know why the course is not showing up on their eCampus site
- Check all web links and make sure they work and are updated
- Check all video feeds and make sure videos are streaming. **If you have video in your current eCampus course, you need to contact LeCroy and have your videos put on the LeCroy video servers. The contact person for video is David Chien x6609. *Using eCampus for video streaming slows down the system for everyone***
- Check Safe Assign links (if you use Safe Assign)
- Check all plug-ins (if used)

Having your eCampus course up and ready to go before the semester begins will improve student retention and success. It is a win – win for everyone.