

# Brightspace Checklist



Is your Brightspace course ready for the semester?

## MODULE OVERVIEW

- ☐ Has the module description been updated?
- ☐ Have the Learning Outcomes been added?
- ☐ Has the Module Outline has been uploaded?
- ☐ Have the key dates and schedule been added?
- ☐ Have the assessment details been added?
- ☐ Has the module start date been set?

## MODULE TEAM

- ☐ Have all co-teachers and team members been added?
- ☐ Have all lecturer bio(s), contact details and office hours been added?
- ☐ Have lecturer photo(s) been added?

## CONTENT AND RESOURCES

- ☐ Is it clear to learners which activities they must complete each week?
- ☐ Have all learning materials been added and are they up to date?
- ☐ Are all links working?
- ☐ Has all content been checked with the Accessibility Checker?
- ☐ Do videos have captions?
- ☐ Have you provided descriptive text for all images?
- ☐ Are there any copyright-protected sources, or have they been replaced with links to openly available sources?
- ☐ Have you linked to reading lists in Leganto?

## ASSESSMENTS AND GRADING

- ☐ Are all assignments added?
- ☐ Are assignment instructions clear?
- ☐ Have relevant student supports for how to complete assessments been included?
- ☐ Are all release dates correct?
- ☐ Have assessments been added to the grade book?

## GROUPS \*

*\* if groups are being used in Brightspace*

- ☐ Have groups been created correctly?
- ☐ Is the number of groups correct?
- ☐ Is the manner of group division correct?
- ☐ Is the manner of group sign-up correct?

## VISIBILITY

- ☐ Has relevant content been made visible for students?
- ☐ Have you checked the release conditions and dates?
- ☐ Have you reviewed the site as a Learner to check content is correct?
- ☐ Have you activated (published) your module?