



# D2L Start Up Checklist

This checklist provides a high-level overview of some essential tasks you should consider completing in D2L to prepare for your first week of class. We have linked the tutorial pages for each checklist item.

We strongly recommend that instructors meet with an instructional designer to discuss specific course needs. Please use our [TDX ticketing system](#) to book your one-on-one consult.

We are here to help you throughout the semester so please reach out!

## Checklist

### ☐ **Streamline Course Navigation Bar**

Edit your nav bar to include only the tools you will be using. Ensure ZOOM, My Media and Simple Syllabus are included (if applicable). [Customize NavBar Tutorial](#)

### ☐ **Update/Add Instructor Contact Widget**

Add or update your contact widget on the course homepage to include your preferred way of having your learners connect with you. Include your office hours. [Widget Tutorial](#)

### ☐ **Review News**

Add a Welcome news item for your learners to your course site and provide an overview of how you intend to use D2L to support their learning experience, as well as how they should get started in the course. Remove any old news items that are no longer needed. [News Tutorial](#)

### ☐ **Upload Current Course Syllabus and Schedule**

Ensure you replace or delete the previous syllabus as to not confuse students. [Content Tutorial](#)

### ☐ **Review Content and Release Dates**

Take time to review content flow and how it is released to students. Hide content modules you are not ready to release. Confirm all files and hyperlinks are working properly as they can sometimes break when content is copied from another course. [Content Tutorial](#)

### ☐ **Align Dates (Quizzes, Assignments, Discussions)**

Review the set up for assessments and ensure dates align with due dates in your course syllabus (if applicable). [Discussion Board Tutorial](#), [Assignments Tutorial](#), [Quizzes Tutorial](#)

### ☐ **Review Group Settings**

If your course uses the Groups tool, review how groups are setup including dates and format.

### ☐ **Review Gradebook Set-up**

Review the set-up of the Gradebook and ensure the assessment items align with your course syllabus and are linked to their respective assessments (if applicable). Modify grade settings as needed. [Grades Tutorial](#)

