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## Post-Copy Course Clean-up Checklist

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- ☐ 1. Check Content, Revise/Replace Documents as needed. Make sure content is in appropriate location. Consult department for any specific requirements.
- ☐ 2. Use Link Checker to Check all External Links  
Documentation for Link Checker: <http://tinyurl.com/zsgz9s6>
- ☐ 3. Check all links embedded in content items – Link Checker does not check these links.
- ☐ 4. Check YouTube and other Mashup Content, is the media still available? Choose replacements as needed.
- ☐ 5. Check Quizzes/Tests/Assignments – Revise/Replace as necessary.
- ☐ 6. Revise and Replace Syllabus – Don't leave a previous semester's syllabus in your course. Please include the word "syllabus" in the name of the file and attach it in the content item's "Attachments" section.
- ☐ 6. Grade Center Clean-Up – Remove any unneeded columns (from quizzes/tests/assignments that have been removed) and make sure grade calculations include the correct columns/categories and weighting. If you are adding assignments, make sure the grades calculate properly. CPCE courses are based on 1000 points added assignments can inflate this value.
- ☐ 7. Run Date Management and correct due dates and release dates associated with items.  
Documentation for Date Management: <http://tinyurl.com/z9p25gg>
- ☐ 8. Check to make sure settings on Discussion Forum are appropriate for your course and allow students to create new threads. We discourage allowing students to delete their own posts because most online and hybrid courses require students to reply to other students' posts and deleting posts with replies could impact grades.