ICON Site Publishing Check List

☐ ## Clean Up Announcements, Files, Pages...etc.

Are there old announcements copied from the previous offering that should be removed? Also, check Files or Pages for old/outdated items that should be unpublished or deleted. You can also schedule assignment posting period using the Available from and Until date on the Edit screen.

☐ ## Course Documents

Check syllabus and other documents for residual markup notations or comments.

☐ ## Course Settings

Check course Settings and enable/disable functions according to your needs. For example, do you want to display announcements on the homepage? Can students post comments to announcements?

☐ ## Due Dates

Double check due dates in syllabus against dates in Module pages/Assignments for consistency. Note that you can now edit all assignment due dates in one place.

☐ ## Assignments/Grades

Review grade configuration on the **Assignments** page and confirm it matches the syllabus.

☐ ## Setup Groups for Assignments

When importing content with group assignments, groups must be created again because Group Sets do not copy forward. Go to the assignment's Edit screen to create new group sets for each assignment/discussion. Then periodically check for unassigned students on the Groups page (via People in the course navigation) since new students are not assigned to groups automatically.

☐ ## Validate Links/Student View

Check the course using **Validate Links in Content** and **Student View** to make sure students can access everything they need (and nothing they shouldn't). Have proctored online exams? Unpublish them - Exam Services will make them available after passwords and restrictions have been updated.

☐ ## Proctored Exams (If Any)

Exam details are now submitted and provided to students via the Proctored Exams Portal in ICON. DOE Exam Services will add other proctored exam info to your ICON course site as soon as possible. See the DOE Exam Services website for more information in this regard.