

# ICON Site Publishing Check List

(To use checkbox function, download and open file in Adobe Reader)

## Lectures (via UICapture) - Student Access

Check with DOE to make sure students have access to UICapture recordings (i.e. the folder with recordings has the appropriate permission setting). Contact [doe-admin-support@uiowa.edu](mailto:doe-admin-support@uiowa.edu) with course number/title info if you need assistance.

**Does your course have UICapture videos that were created before June 2019 ?**

If so you will need to replace the UICapture video links in ICON.

In Summer 2019 the UI moved UICapture content to different servers. Links to videos created prior to June 2019 are currently being redirected to the new servers; however, the redirects are temporary. See our [web page](#) for more information and tutorial videos on how to replace video links in ICON.

## 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.

## Course Settings

Check course Settings and enable/disable functions according to your needs. E.g. 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.

## Turnitin (Plagiarism Detection)

If you copied content from a previous course with Turnitin already enabled for assignments, be sure to click on each assignment to "activate" the Turnitin tool. To use it for the first time, see [this tutorial](#).

## Grades

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

## Course Documents

Check syllabus and other documents for "left over" markup notations or comments.

## Files

Check Files section and organize files in folders to make managing and updating files easier in the future. For example, delete duplicate/outdated files, organize reading files in readings folder, etc.

## Proctored Exams (If Any)

Exam Services will do their best to post exam dates to the Exam Info page by the start of classes. If the Exam Info page is not yet ready, please publish the course but go back and check the Exam Info page and make sure the dates are correct and match the syllabus.