



Semester Prep

A Smarter Way to Get Courses
Ready for Day One



sixredmarbles.com



WHAT IS SEMESTER PREP?

A Smarter Way to Get Courses Ready for Day One

Semester Prep is a smart, cost-effective service from Six Red Marbles that ensures your online and hybrid courses are fully reviewed, updated, and student-ready by the first day of class. It's not a course redesign; it's a strategic tune-up.

Designed for speed, scale, and consistency, Semester Prep is perfect for structurally complete, instructionally sound courses that need technical cleanup, accurate calendars, LMS alignment, and content review.

In this guide, you'll find:

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What Semester Prep Covers

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Our Process

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Need More than Semester Prep?

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When & How to Use Semester Prep

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Course Readiness Checklist

Whether you're supporting 5 courses or 500, Semester Prep gives your team peace of mind and your learners a stronger start.

1 What Semester Prep Covers

Semester Prep is designed for structurally complete courses that are already instructionally sound. It's not a redesign or overhaul but rather a maintenance service focused on preparing courses for the upcoming term. We work within the course's existing structure to ensure technical accuracy, LMS readiness, and alignment with program expectations.

Here's what we handle:

LMS CONTENT & SETTINGS

- Upload updated syllabus and remove outdated versions
- Delete old announcements and unnecessary materials
- Flag missing or broken content that needs replacement or removal

CALENDAR & DUE DATES

- Update due dates based on the new term calendar
- Adjust timing for synchronous/asynchronous sessions
- Sync due dates with module release and gradebook schedules

GRADEBOOK REVIEW

- Verify that grading schema reflects the syllabus
- Check point values, rubrics, and weights
- Flag discrepancies in grade display or calculation for review

LINK & MEDIA CHECKS

- Test links and embedded content for functionality
- Remove or flag outdated and broken media
- Flag missing files for replacement

INSTRUCTOR INFORMATION

- Confirm instructor name and contact info are current
- Ensure visibility of instructor profile in the LMS, when applicable

Semester Prep does not include LMS migrations, content redesign, accessibility remediation, or new course development. However, our team can support these services separately and is happy to scope those needs through a consult.

2 Our Process

A Snapshot of What Semester Prep Solves For



WITHOUT SEMESTER PREP

- Hours spent manually cleaning up each course
- LMS troubleshooting
- Last-minute calendar edits
- Potential for missed corrections

~16 hours per course lost



WITH SEMESTER PREP

- 1-hour kickoff
- Scheduled, on-time delivery
- Clean, student-ready courses
- Synced & published before day one

~16 hours per course reclaimed

Phase 1: Planning (3–4 weeks)

- Faculty intake
- Course checklist alignment
- Volume-based scheduling

Phase 2: Prep (1–2 weeks per course)

- Review and updates based on checklist
- Course QA and content confirmation

Phase 3: Delivery

- Final check
- LMS ready by Day One

3 Need More than Semester Prep?

Semester Prep is ideal for efficient course tuning. But if your course needs more support, we offer tiered services.

We recommend exploring SRM's Tiered Course Support if:

- You're revising assessments or redesigning learning activities
- The course needs significant accessibility updates
- You're realigning outcomes, modality, or pacing
- Faculty want collaborative support from an instructional designer
- The course hasn't been updated in 3+ years

In these cases, we'll recommend the best level of course support for your team's goals and timeline.

Tiered Course Support Options

Support Level	Best For	What It Includes
Refresh	Courses that are mostly complete but need improvement	Minor revisions, light ID support, alignment with policies or standards
Collaborative Redesign	Faculty who want to improve course quality with instructional design support	Shared development, structural enhancements, and new content design
Full Redesign	New builds or courses needing major instructional overhaul	Custom course mapping, interactive learning design, full content development

We'll help you determine which option fits your goals and timeline.

4 When & How to Use Semester Prep

LET'S GET STARTED

If you're planning for next term, now is the time to assess your course catalog and identify which courses need review.

Whether you need a quick course check, a light refresh, or a full redesign, SRM can help.

- Use the enclosed checklist as a diagnostic
- Book a free consultation to review your current process
- Start with a 1-2 course pilot
- Let our team handle the updates

Get in touch to schedule a free course readiness review.

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5 Semester Prep Readiness Checklist

Is My Course Ready for Semester Prep?

Semester Prep is designed to help your team quickly clean up and prepare existing online courses that are already instructionally sound but may need help with technical accuracy, dates, or LMS housekeeping.

If the following are true, your course is a great fit for Semester Prep:

The Foundation Is Already in Place

- The course structure and weekly modules are already built in the LMS.
- Learning outcomes and objectives are clearly defined.
- The current syllabus is complete, accurate, and available for upload.
- Core instructional content, media, and assessments are already included.

You're Not Looking to Redesign

- No major changes are needed to the instructional strategy or assessment structure.
- You're not planning to introduce new tools, activities, or content.
- The course doesn't require accessibility remediation or a full evaluation.

You Just Need a Smart, Efficient Tune-Up

- Faculty are prepared to complete a short survey about course needs.
- You'd like support to identify and resolve any lingering LMS issues.
- Your team would benefit from a quick, consistent, and scalable way to prepare courses for the next term.

If most of these boxes are checked, Semester Prep is likely the right level of support.



HIGHER EDUCATION, ELEVATED:
Smarter Course Design for Student Success.

Get in Touch

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Let's work together to build a **dynamic, student-centered online program** that prepares learners for success. **Scan the QR code** above to schedule a strategy session.