

Course Enrollment Launch Checklist

By Checklister

- ☐ **Verify the approved offer**
 - ☐ **Identify the approved course revision**

Record the exact course title/reference and revision being launched. Check it against the approved syllabus.
 - ☐ **Identify the accountable course owner**

Record the owner who can approve this revision and decide on unresolved launch issues.
 - ☐ **Verify the course start**

Compare the participant-facing start date and time with the approved offer, including the time zone. Record the approved start and note the time zone in Comments.
 - ☐ **Verify the enrollment closing time**

Compare the cutoff on the course page and enrollment route with the approved offer. Record the date/time and time zone, or state that enrollment is rolling if that is the approved policy.
 - ☐ **Verify the approved capacity**

Record the approved number of places, if there is a limit. Test capacity behavior separately before launch; do not invent scarcity.
 - ☐ **Verify the price and currency**

Compare the approved total price and currency across the course page, enrollment route and checkout. Record the approved value, or No charge for an approved free course.
 - ☐ **Verify the terms reference**

Open the approved enrollment, cancellation and refund terms where applicable. Check the participant route presents the intended version; record its permitted reference. Refer legal questions to the authorized owner.
 - ☐ **Verify prerequisites and joining requirements**

Compare required preparation, equipment, support contact and first-access timing across the offer and confirmation. Record the approved requirements or a controlled reference.
- ☐ **Check content and test access**

Rename/remove/duplicate the labeled examples to fit the actual course.

 - ☐ **Confirm the authorized test setup**

Record the approved test-account reference, environment and test-payment method where needed. Use fabricated test data and never place an unapproved live order.
 - ☐ **Open the first lesson as a participant [starter example]**

Rename with the actual first lesson. With permitted participant access, open it and confirm its content and release timing match the approved course. Duplicate for other lessons that need separate launch checks.
 - ☐ **Open the course handbook [starter example]**

Rename with the actual introductory guide or handbook. Confirm participant access, correct revision and readable content. Remove if unused.
 - ☐ **Open the first activity resource [starter example]**

Rename with the worksheet, quiz or exercise the learner first needs. Perform the first permitted test action; remove if unused and duplicate for independently tested activities.
- ☐ **Test the participant journey**
 - ☐ **Test enrollment submission**

Follow the intended participant route with authorized fabricated test data. Record the test reference and expected/actual behavior in Comments. A submission result is separate from payment, confirmation and first access.
 - ☐ **Test required-field validation**

In the permitted test environment, leave a required registration field blank and confirm the route gives a useful correction without creating a misleading successful enrollment. Record the exact field and result in Comments.
 - ☐ **Test the capacity limit or waitlist**

Using the platform's approved test method, check sold-out or waitlist behavior against the approved capacity policy. Do not reserve real places or alter live capacity just to test.
 - ☐ **Test payment completion in approved test mode**

If paid enrollment is used, complete the approved successful test-payment path and verify its enrollment state. Record a non-sensitive test reference. Use Not applicable for free enrollment.

- ☐ **Test a declined or abandoned payment in test mode**
Use the platform's supported failure scenario. Confirm the learner sees the expected next step and is not shown a misleading confirmed paid place. Do not use a real payment method.
- ☐ **Verify enrollment confirmation**
Check the permitted test receives the correct course, start details, payment information where relevant and next steps. Record the test message or record reference in Comments.
- ☐ **Verify first course access**
From the confirmation, use the approved test participant account to reach the first required course resource. A successful enrollment message alone is not sufficient.
- ☐ **Retest corrected failures**
Assign each correction as separate work. After correction, repeat the affected journey and retain its original failure and retest evidence. Recording a failure completes a test record, not the correction.
- ☐ **Approve and verify the launch**
 - ☐ **Record the owner's publication decision**
Obtain the accountable owner's decision for the identified course revision. Review material failures and document any accepted non-blocking issue before publication.
 - ☐ **Reference the publication approval**
Record the actual approver, decision date/time and approval record reference. Do not substitute this checklist's completion for approval.
 - ☐ **Verify the authorized live enrollment route**
After authorized publication in the course platform, open the actual public course and enrollment URLs. Compare the displayed offer and availability with the approved revision; do not make a live purchase just to test.
 - ☐ **Record the verified live course URL**
Record the ordinary published course URL and verification time. Do not include signed or secret-bearing links.
 - ☐ **Assign post-launch corrections**
Record any live fault, accepted correction owner and next update time in the approved tracking system. Follow the course owner's correction or rollback decision and reference that work here.