

Faculty Check List for Online Class Preparation

- Check to make sure correct course was copied.
- Course content integrity check:
 - review web links
 - presentations
 - videos
 - documents
 - discussion forums
 - quizzes
 - tests
- Hide from student view any materials you are not ready to share with students
- Update discussion forum/thread
- Adjust all assignments dates in the course.
- Review and set-up Grade Center
- Add a Welcome Announcement to the course. The announcement should include:
 - A welcome message and short introduction of who you are and how you wish to be contacted.
 - Directions on how the students should proceed. (e.g. click “Course Info” link, go to “Lessons” section, post to introductory discussion forum, etc.)
 - A statement of the first deadlines for the course.
- Update and post Syllabus, to include:
 - textbook information
 - course policies/expectations
 - assignments and due dates
 - instructor contact information
 - office hours (virtual or on-campus)
 - course grading scale
- Snapshot of Course Calendar with assignment due dates
- Update Assignment Rubrics
- Once you’ve got everything configured, use the **student preview** to ensure course materials are viewable to students by the start date.