



## Managing Your Online Course Checklist

### Two Weeks Before Start of Semester

- Review your overall course by clicking on all the links to ensure all content is active and accessible.
- If reusing your old course, update your syllabus, due dates, notifications, office hours, and other date-related changes.
- Add additional users (TA's, graders)

### One Week Before Start of Semester

- Send a welcome message to students with a reminder about course login and any start requirements.

### Week 1

- Post a personal introduction to the discussion board and have your students do the same. (You can have them do a short video or answer some guided questions.)
- Use the Retention Center/Analytics to contact students who have not accessed the course yet.

### Week 7

- Send students feedback on their mid-semester performance using the Retention Center/Analytics.
- Do a mid-semester evaluation of the course using the survey tool.

### Week 12

- Remind students about the last bit of work left towards the end of the semester.
- Post encouragement using the Announcement tool.

### Week 14-15

- Post end of class Announcement
- Remind students about any last-minute work or changes.
- Post final grades.

### Weekly Work

- Monitor and respond to discussions.
- Monitor and respond to the HELP Board.
- Open weekly modules if not set up to open automatically.
- Grade assignments.
- Grade quizzes.
- Post short summaries of overall class performance and add any short lectorettes as needed to provide clarifications.
- Hold office hours.