

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 lecturettes as needed to provide clarifications.
- ☐ Hold office hours.