Online Course Management Checklist

Beginning 2 months prior to start

☐ Review/Create
  o Start Here button content
  o Course content
  o Weekly objectives and topics
  o Weekly assignments
  o Quizzes/exams
  o Weekly discussion questions
  o Participation and attendance expectations

☐ Update
  o Syllabus
  o Due dates

☐ Create or review grade book
☐ Develop schedule of class meetings
☐ Create or review materials to be shared
☐ Check website links
☐ Create or review instructor response policy to student communications
☐ Deactivate or delete unused course tools/areas
☐ Hide course components that you wish to release to students later in the term, such as lessons or answer keys

2 weeks prior to start

☐ All courses automatically open to students! You need to either:
  o Have course ready for students to view
  o Close course access until you are ready

☐ Write a welcome message for students
☐ Check website links

1st day of class

☐ Send welcome message to students communicating the following:
  o The need to read the syllabus
  o Attendance and participation policies
  o The availability of student training materials and technical assistance on the class site
  o Information about the first assignment
  o Course requirements

☐ Respond to all student questions/concerns

1st week of class and beyond

☐ Keep an eye on Performance Dashboard- contact students that have not logged into class
☐ Respond to all student emails
☐ Keep a FAQ on Blackboard to reduce student questions
☐ Check website links for each section/module as the semester progresses
☐ Keep an email folder and file all correspondence with students