

## Beginning 2 months prior to start

- Review/Create
  - Start Here button content
  - Course content
  - Weekly objectives and topics
  - Weekly assignments
  - Quizzes/exams
  - Weekly discussion questions
  - Participation and attendance expectations
- Update
  - Syllabus
  - 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:
  - Have course ready for students to view
  - Close course access until you are ready
- Write a welcome message for students
- Check website links

## 1<sup>st</sup> day of class

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

## 1<sup>st</sup> 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