

CHECKLIST TO PREPARE FOR ONLINE INSTRUCTION

Welcome and Start Here

- To make edits to your course, turn on edit mode in upper right corner.
- Update the welcome page of the course.
- Do not remove the link to the "Start Here" page.
- Update the Start here page.
- Include information about whom to contact for technical assistance with logging into email or the course management system.

Syllabus and Instructor Information

- Upload an updated version of your syllabus and course schedule.
- Add online office hours and contact information.
- Update your instructor information and add an image.
- Add student expectations - include netiquette policy.
- Include links to the Academic integrity policy.
- Online Office Hours.
- Add instructor expectations to include communication, grading, feedback, expected response times, etc...

Learning Modules

- Add module level objectives for each module.
- Review all course hyperlinks (readings, videos, supplementary resources) to ensure they are working links.
- Test course navigation as a student (turn edit mode off) to view as a student.
- Ensure that items in the learning modules are in a sequence that makes sense.
- Confirm that media displays properly, videos play correctly and images contain alt tags.
- Review assignments and assessments to ensure dates and point values are correctly assigned.
- Set-up and Link rubrics to appropriate assessments (if rubrics are used).
- Check the gradebook columns, point values, set up, total points or percentage.
- Hide any tools on the side menu that you will not use in your course (for example if you do not use BB Ultra, you can hide the item).

Communication

- Select your method of communication in the course - CNM Email or Messages for the course.
- Prepare a welcome email for students.
- Complete and schedule a welcome announcements for students on the first day of class.
- As mentioned above, please be sure to include when students can expect feedback on assignments and response time for email.

Please contact DL for assistance with your course! DL@cnm.edu