

# CHECKLIST TO PREPARE FOR ONLINE INSTRUCTION IN BRIGHTSPACE

## ■ Course Homepage

- Update instructor profile and add an image (include office hours, contact info, and web conferencing tool) and state your preferred method of communication in the course – CNM email or IM (instant messages)
- In Announcements, add a welcome announcement (possibly with video)
- Add due dates to populate the calendar
- Post an item to the activity feed so students can comment (if desired)

## ■ Overview and Syllabus

In the Overview area, include this information:

- Course Description
- Course Learning Objectives

Upload an updated version of your syllabus and course schedules

## ■ Welcome and Course Expectation Module

Create a Welcome Module. Write a short welcome to the class (maybe record a video!) and introduce yourself. Include in this module:

- Learner expectations – include netiquette policy (if applicable)
- Instructor expectations – include when students can expect feedback on assignments and response times for email
- Syllabus highlights
- Course specific items or general links (such as to the OER)

## ■ Course Content Area

- Create a module for each week (or however you choose to divide the course work)
- Add module level objectives for each module (if applicable)
- Review all course hyperlinks (readings, videos, supplementary resources) to ensure they are working links
- Ensure that items in the learning modules are in a sequence that is easy to follow
- Confirm that media displays properly: videos play correctly, 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, and total points or percentages; check that all assignments are tied to the gradebook

## ■ Communication

- Prepare a welcome email for students. Set email to arrive on or before the first day of class.
- Remind students of the URL: [mycourses.cnm.edu](http://mycourses.cnm.edu)

Please contact DL for assistance with your course! [DL@cnm.edu](mailto:DL@cnm.edu)