Checklist For Faculty Teaching Online – Are you ready for the First Day of Classes?

All fully online courses will be made available to students by 8:00 am the first day of classes. You may opt to make your course available sooner (see on how to “Show” your course.)

What should be available to students when the course becomes available?

☐ Syllabus
☐ Class schedule with assignments and due dates which may be tentative (let students know)
☐ Welcome announcement (anything posted in Class Announcements gets pushed to students’ email account)
☐ An orientation or how to get started in the class specific to the course

Course Design Considerations – Best Practices

☐ Formatting and order of content is consistent within each topic/week/section
☐ Dated information is current and accurate
☐ Web and internal course links are active and working properly
☐ Content not being used for the course in the current semester is hidden from students
☐ Grade Center reflects the current semester’s work and is set to report accurate information for students

Links to resources students would find useful

- Current students: http://www.gcc.mass.edu/students/
- Online learning support: http://www.gcc.mass.edu/distance-ed/
- Academic Calendar: http://www.gcc.mass.edu/academics/calendar/

Michelle M. Barthelemy (spring 2015)