

Preparing for a New Semester

Before you begin the semester, use this checklist as a guide to review your course and prepare for the upcoming semester.

Creating a Welcoming Online Environment

- ☐ Post a welcome message for your students in the Announcements, Messages, or email.
- ☐ Post information about yourself in the Announcements, Discussion area, or a welcome video.
- ☐ Include your online and on-campus office hours.

Course Information

- ☐ Communicate with your students and provide information on your syllabus and/or textbook list prior to the beginning of the semester via email or posting your syllabus external to the course so students can have books and materials available from the first day.
- ☐ Post your syllabus in your course and include a printable format.
- ☐ Clearly state the course objectives and all course requirements.
- ☐ Post a course schedule with the due dates of your assignments.
- ☐ Clearly state your preferred method of contact and contact info.
- ☐ Post additional guidelines specific to online learning such as technical requirements, online participation requirements, and more.
- ☐ Include links to necessary downloads or plugins.
- ☐ Clearly state your response time for discussion, email, and grades.

Course Documents & Assignments

- ☐ Ensure items, assignment titles, and folder names accurately describe the contents.
- ☐ Place the documents and links needed for an assignment are in the same folder.
- ☐ Clearly state what you expect from your students, including the method for returning completed work.
- ☐ Align assignments to your course objectives.

Other Considerations

- ☐ Disable (turn off) the features you are not using. For example, if you have decided not to use the Groups tool, you should disable this feature.
- ☐ Check external links to make sure they work on and off campus.
- ☐ Check for spelling errors in your content.
- ☐ Remember to publish your course and set start and end dates to make it available to students.