

Online Faculty Course Checklist

Tips for Getting Prepared for the Semester

Preparation is key! Here are some useful tips for preparing your Blackboard course site for the delivery of online content. As an instructor, it is important to help your students navigate the learning management system and provide them with expectations on how to view course materials and where to submit assignments.

Follow these steps to ensure that you are ready to teach and interact with your students.

BEFORE THE COURSE BEGINS

- Login to access your [Blackboard course site](#)
- Upload the course syllabus to the Course Information section
- Review the course roster of your students in Blackboard
- Post a welcome announcement and/or include an introduction video
- Post your contact information, be sure to include:
 - Name
 - Email
 - Phone number
 - Available meeting times/office hours/phone calls
 - Response timeframe to students (e.g. 24-48 business hours)

- Create weekly folders that align with the semester dates
- Create and post your lecture/weekly presentations
- Post any course materials within the weekly folders
- Create assignment dropboxes for students to upload assignments electronically for grading and instructor feedback
- Send an email prior to the beginning of the class reminding students how to access course materials in Blackboard

DURING THE COURSE

- Make sure to set time aside to communicate with students frequently; post weekly announcements to help students stay on tasks; reply to student emails and discussion board postings within 24 hours
- Provide detailed and descriptive instructions for all assignments
- Provide timely grading and feedback on assignments in the Grade Center in Blackboard

- Make sure to connect with students regularly; Host a synchronous class, virtual meetings or office hours, schedule a phone call/consultation to check in on their progress
- Create active learning groups that require students to talk, listen, collaborate, provide an individual opinion with a goal of producing peer learning

AFTER THE COURSE

- Submit final grades in Leopardweb
- If needed, complete and submit grade change or incomplete forms to the Registrar's Office
- Complete and submit course manual/ critical course review to your department