

# Teach Online Course Checklist

## Share Course Materials

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Decide how you are going to convey content for the online portion of your course

### Lecture Content

- Determine whether to deliver your lecture materials asynchronously or in real-time. Make necessary preparations. If using real-time options, set expectations so students know when they need to be available.

### Readings

- Prepare course readings and resources (syllabus, assignment descriptions, study guides, etc.).

## Incorporate Learning Activities

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For each activity you would use in the classroom, think of a web-based replacement.

- Use online discussions to provide an asynchronous method for students to share their ideas and questions about readings and lecture topics.
- If real-time interaction is possible, schedule chat sessions to provide immediate responses to questions or to work through group activities.
- For group or collaborative projects, use web-based tools such as wikis and Google Docs as a convenient way for students to contribute and share documents.

## Assign and Manage Assessments

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Plan how to assign and manage assessments, such as papers, homework assignments, and quizzes.

- Use an online dropbox to collect papers and other electronic documents.
- Use wikis and online discussions for assignments that require peer review.
- For quizzes, use the LMS quiz tool to create a bank of questions that can be randomized.
- Use the LMS gradebook to manage and calculate student grades.

## Facilitate Communication

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Communication is the key to success in online courses.

### Introductions and Expectations

- Introduce yourself.
- Convey your style and personality in an early activity.
- Use a video introduction, a webinar, or introductory meeting to put students at ease.
- Set clear guidelines for participation, performance, and behavior in your course syllabus.
- Model the tone and quality of feedback you want to see in exchanges between students.
- Offer ways for students to communicate their questions and needs back to you.

### Ongoing Communication

- Be proactive in managing course communication and student involvement.
- Use news items within the LMS to help students focus on learning goals.
- Use news items or discussions to clarify any significant questions asked of you individually that may affect other students.
- Use LMS tools like calendars and checklists to remind students of assignments, deadlines, and events.
- Create discussion topics to help students remember and explore important lecture points.
- Monitor student engagement within the course by observing how active they are in discussions and activities.

## Consider Ease of Use

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Strive for a user-friendly course design that is clear and consistent.

- Create cross-links where possible so students have more than one way to reach important content.
- Actively solicit student comments about the course design to uncover any confusing aspects.
- Walk through your course from the student perspective at the start of each term.