Course Checklist for Online Instructors

This is a comprehensive list of items and activities you may attend to in getting your course ready. These are suggestions, and some may not apply to you.

Before Your Course Begins

- [ ] If you have content from a prior semester, import the content into your current course.
- [ ] Test all course hyperlinks and update broken links.
- [ ] Set due dates for learning activities and assignments.
- [ ] Update course calendar.
- [ ] Confirm Moodle Gradebook Settings are accurate for course grade calculation.
- [ ] Confirm there is only one Announcements forum.
- [ ] Add a forum for course questions.
- [ ] Confirm all text, images, videos, and audio files are accessible.
- [ ] Add a Welcome Message (written text or video).
- [ ] Update “Getting Started” section to include the following items:
  - [ ] Updated Course Syllabus (Moodle page template is available) with current:
    - [ ] Instructor information
    - [ ] Course Information
    - [ ] Policies
    - [ ] Student Support Resources
  - [ ] Updated Course Schedule (Moodle page template is available)
  - [ ] Online Communication Netiqutte
  - [ ] COVID-19 Policies and Procedures
  - [ ] Self-introduction forum
- [ ] Add or update title banner for each module.
- [ ] Ensure learning objectives are stated clearly in each module.
- [ ] Provide clear instructions to complete each learning activity.
- [ ] Provide assessment rubric for graded items.
- [ ] Set test dates and passwords for any online proctored exams.
- [ ] Ensure external resources (Word, PDF, URLs) open in a new window or new tab.
- [ ] Update Restrict access and Activity completion settings in Moodle activities.
- [ ] Hide or delete empty topics on the course main page.
- [ ] Make the course visible at least one week prior to start date.

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During the First Week

- [ ] Ensure students complete the “Getting Started” section.
- [ ] Encourage students to share background info, personal interests, and their learning goals in the self-introduction forum.
- [ ] Communicate regularly through announcement and Q&A forums and email to build instructor presence.
- [ ] Invite and encourage students to use virtual office hours to make appointments.
- [ ] View participant page and contact students who have not logged in during the first week.

Throughout the Course

- [ ] Monitor assignment submissions.
- [ ] Contact students about missed deadlines or failure to log in regularly.
- [ ] Communicate with students frequently to maintain instructor presence.
- [ ] Post announcements to remind students of upcoming deadlines.
- [ ] Check and update Group settings before group projects begin.
- [ ] Provide opportunities for students to use online tools before a required assignment.
- [ ] Respond to student inquiries within 24-48 hours.
- [ ] Communicate when students should expect to receive grades and returned assignments.
- [ ] Provide individual messages of encouragement and feedback.
- [ ] If you will be inaccessible during the semester, provide guidance on what to do during that time.

During the Final Week

- [ ] Post final course grades in accordance with University policy.
- [ ] Send an email with a closing personal message to students.
- [ ] Encourage completion of end-of-course survey.