

# 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.

Add Announcements and Q & A Forum.

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 Activity Schedule (Moodle page template is available)

Updated reference list of Course Articles.

Citation guide for resources (such as [Purdue Citation Guide](#))

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.

Hide or delete empty topics on the course main page.

Make the course visible at least one week prior to start date.

# Checklist for Online Instructors

## 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 methods 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.