

Faculty Implementation Checklist for Online Courses

Checklist Item	Notes
<input type="checkbox"/> Create welcome email to students during the first week of class to introduce class and inform them of basic course goal(s) and requirements	
<input type="checkbox"/> Post Online Orientation/Instructions file that provides precise directions to students about class meeting structure, assignment expectations, interaction parameters and online office hours. Include technical support procedures, required course material including browser plug-ins and instructor contact information	
<input type="checkbox"/> Post Course Schedule of topics, major assignments and due dates	
<input type="checkbox"/> Post completed syllabus	
<input type="checkbox"/> Review all course material for accuracy and functionality	
<input type="checkbox"/> Convey course communication routine to students to establish their expectations of interaction between instructor and student	
<input type="checkbox"/> Conduct interactive community building activity to facilitate student to student interaction and familiarize students with eLearning communication tools	
Instructional Modules	
<input type="checkbox"/> Provide current and ongoing dialog to students using eLearning “News” or via email at the beginning of each new instructional module (sections, chapters, etc)	
<input type="checkbox"/> Personalize the course through email, discussions, chats, etc. that allow students to interact with content, instructor and each other	
<input type="checkbox"/> Provide timely responses and feedback to student questions and assignments (Normally with 24 hours for email and one week for graded assignments)	
<input type="checkbox"/> Soliciting student feedback at various points during the course	
<input type="checkbox"/> Use varied and frequent practice or testing activities to guide the learner to an increased understanding of the course materials	
<input type="checkbox"/> Administer end of course evaluations	