

Online Teaching Checklist

Before the Course Begins:

☐ **Managerial Tasks:**

- ☐ Send a welcome message detailing the login procedures, required materials, and technical support contacts.
- ☐ Consider making the course available a few days prior for student previewing.
- ☐ Update the syllabus.
- ☐ Correct any spelling or grammatical errors in course content.
- ☐ Review and update assessment due dates for accuracy.
- ☐ Ensure the online grade book settings are accurate.

☐ **Pedagogical Tasks:**

- ☐ Review past course evaluations to identify areas for instructional improvement.
- ☐ Enhance course design as needed.

☐ **Technical Tasks:**

- ☐ Update links to remove dead or broken links.
- ☐ Check all media for proper display, such as images and videos.
- ☐ Check accessibility of all media (Do videos have captions? Do images have ALT tags?).
- ☐ Test course navigation for accessibility and address any issues (click on Student Preview at the top right corner of Blackboard to see the course as your students would)
- ☐ Update the course to reflect new features of the course management software.

During the First Week:

☐ **Managerial Tasks:**

- ☐ Contact absent students to encourage participation.
- ☐ Provide supporting information, such as College supports and links to guides for tools used in the course

☐ **Social Tasks:**

- ☐ Post a personal and welcoming introduction.

- ☐ Create a forum for student introductions, consider responding to students' posts.
- ☐ Encourage students to participate in online activities.
- ☐ Model appropriate discussion behavior and tone, using a conversational and friendly approach.
- ☐ Let students see your personality through the course (i.e. by sharing stories)
- ☐ Invite students to utilize online office hours or schedule appointments.
- ☐ **Pedagogical Tasks:**
 - ☐ Design an introduction activity to begin building your online community.
 - ☐ Communicate with students consistently (i.e. regular announcements).
 - ☐ Provide feedback for students through Blackboard.
 - ☐ Guide students as they explore the content each week (providing context around resources like videos, articles, etc.)
- ☐ **Technical Tasks:**
 - ☐ Provide clear and detailed assessment instructions including how to submit them in Blackboard.
 - ☐ Direct students with login or access difficulties to IT.

During the Semester:

- ☐ **Managerial Tasks:**
 - ☐ Update the Blackboard grade book after assignment due dates.
 - ☐ Conduct the course according to the designated schedule, communicating any deviations in advance.
 - ☐ Share or create collaborative guidelines or rules of engagement for learner behaviors and interactions.
 - ☐ Remind students of upcoming deadlines.
 - ☐ Create areas for group members to work on projects.
 - ☐ Monitor attendance or online engagement to follow up with students who miss material and learning.
 - ☐ Share information about missed work and classes with students so they know how to catch up on learning and information they have missed.
- ☐ **Social Tasks:**
 - ☐ Organize collaborative projects to foster social interaction.
 - ☐ Monitor discussions for respectfulness based on standards and behavior policies.
 - ☐ Immediately contact students who exhibit inappropriate behavior.
 - ☐ Encourage students to respond to each other's postings.

- ☐ Acknowledge student contributions in discussions.
- ☐ Encourage students to share their work with the class.
- ☐ Provide opportunities for students to receive feedback from peers.
- ☐ **Pedagogical Tasks:**
 - ☐ Provide timely and meaningful feedback on assignments and discussions.
 - ☐ Facilitate discussions by summarizing points, asking probing questions, and encouraging deeper analysis.
 - ☐ Adjust instructional strategies based on student performance and feedback.
 - ☐ Incorporate diverse resources and materials to enhance learning.
 - ☐ Encourage critical thinking and application of concepts.
 - ☐ Provide opportunities for self-assessment and reflection.
- ☐ **Technical Tasks:**
 - ☐ Ensure all course materials are accessible and functioning properly.
 - ☐ Assist students with technical issues as they arise.
 - ☐ Stay updated on new technologies and tools that can enhance the learning experience (see CTL for support or ideas!).

Adapted from [Assessing Online Facilitation \(AOF\)](#) by Humboldt