**Teaching Online?**

A checklist of important reminders for **BEFORE** your course begins.

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| Managerial | |
|  | Make the course available to students at least 48 hours prior to semester start |
|  | Update course syllabus and post it to the Course Information module. |
|  | Course syllabus should be submitted to the S: drive or the administrative assistant of your school |
|  | Plan out course schedule; take note of holidays and other breaks at NTC |
|  | Update and review learning activities and assessment due dates |
|  | Confirm that the Grade Center is accurate and reflects all assessments assigned. |
|  | Materials used in the course are copyright cleared and/or cited appropriately. |
|  | Reach out to full time faculty if you have any questions in regards to content or assessments |

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| Pedagogical | |
|  | Meet with members of Curriculum & Organizational Development team (2nd floor of Library) if in need of additional teaching support;  Heidi Nichols, Instructional Design Coordinator, ext.1421, [nichols@ntc.edu](mailto:nichols@ntc.edu)  Jessica Towle, Curriculum and Faculty Development , ext. 1465, [towle@ntc.edu](mailto:towle@ntc.edu) |
|  | Review student feedback from previous courses (if possible) to make adjustments to course |
|  | Plan out your assessments; a variety of assessments at multiple points in the semester is key |
|  | Prepare discussion board and link the questions within each learning plan. |
|  | Make sure all Performance Assessment Tasks include scoring guide and clear expectations for your students |
|  | Provide course content in a consistent, logical manner. |
|  | Set up video welcome message for your Canvas course in the HOME page; this is important for setting the stage for your communication and expectations with your students |
|  | Set up Module Overview videos for each module to set the stage for learning |

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| Technical | |
|  | Make sure course content is copied over for the current semester; check with Jon DeGroot if you need any assistance. ([degroot@ntc.edu](mailto:degroot@ntc.edu); ext. 1651) |
|  | Check hyperlinks to make sure all are active; Update or remove broken links |
|  | Check all media for proper display and video playback |
|  | Test course navigation for accessibility (course links) |
|  | Do not change course menu in Canvas. Keep all resources and content within NTC template standards |

Please visit our Faculty Resources Web Site for more information regarding this checklist or other questions you may have. The link is located off the NTC home page or click on the direct link: [www.ntcpd.weebly.com](http://www.ntcpd.weebly.com). Password: faculty