



CHECKLIST FOR MANAGING YOUR COURSE

Several Weeks Before Semester Begins

- Review your course overall by clicking on links to make sure everything is active and content is active
- Add additional users (such as TA or Peer Leader)
- Align Learning Outcomes in applicable courses
- Review & update the following on Blackboard:
 - Syllabus
 - Course Settings
 - Navigation Structure (remove any links you don't use or that are a result of course copy)
 - Calendar
 - Modules
 - Assignment Pages
 - Gradebook
 - Personal notifications
- Set any Retention Center rules (if needed)
- Reactivate library materials such as video or articles
- Review additional course selections

One Week Before

- Open course (if ready)
- Publish orientation materials ("Are You Ready for Online Learning?")
- Send "Welcome" announcement

First Week

- Post "personal introduction" on Discussion Board — have your students do the same (could be a short video, answers to guided questions, etc.)
- Review class introductions
- Summarize students' postings at the end of the week in discussion thread or Announcements
- Contact students who haven't accessed the course via Retention Center

Third and Seventh Week

- Send out communication about progress via Retention Center by acknowledging students who are doing well & providing guidance to students who are struggling

Mid-Semester

- Gather student feedback via mid-semester evaluation
- Use Retention Center to acknowledge student success and provide guidance to students who are struggling

2 Weeks Before Semester Ends

- Send out encouraging Announcement with task list of "To-Dos" as students conclude the semester

Last Day & Two Weeks that Follow

- Post end-of-class Announcement
- Finish grading and address any grade discrepancies
- Remind students to download/print any work they would like to keep
- Post final grades on Goldmine

***Things to Take Care of Daily

- Monitor class discussions
- Monitor "Help Board"
- Monitor course mail

***Things to Take Care of Weekly

- Post weekly Announcement
- Open weekly module (if applicable)
- Grade assignments
- Summarize discussions and post feedback (v/analysis) on responses
- Hold virtual office hours