

A Detailed Faculty Checklist for Online Learning

- How will I handle situations, especially tests, should the system fail and will the students know what to do?
- Do I provide students contact information should they run into technical difficulties?
- Have all my students checked their computer and connections so that they can adequately connect to Blackboard and Wimba if using?
- Have the students availed themselves of the self test system available to them so that they can adequately use the tools we'll be using in this online course such as chat, breakout rooms, whiteboard, etc?
- Have I provided students contact information on when I will be available and how?
- Do I have virtual office hours? If I do, have I given that information to my students yet?
- Have I informed my students where and how to get into my class?
- If required, do my students know how to acquire necessary textbooks or supplementary materials?
- If I am using an e-pack, do the students have access codes? Do students know where to get access codes?
- Will I be requiring my students to meet at particular times or places?
- Do I have a welcome page, perhaps a photo, and a link to faculty profile page?
- Have I completed the standardized template for this particular course?
- Do I have an announcement page or ways to inform students what is going on with the class?
- Have I informed my class as to whether they will be expected to follow the same class schedule as on campus students in relation to potential semester breaks, holidays, etc.
- Do all the links in my class work?
- Is my class organized and easy to navigate?
- Have I updated all the information in my class?

- Are graphics in my class easy to load or download and in good quality?
- Are my PowerPoint presentations (or other media files) in my class and/or in Blackboard working?
- If I have .pdf files for my class, have I informed students where to download a free pdf reader or how to generate a pdf file?
- Have I informed students where to turn in their assignments and how?
- Have I informed students how to post a discussion, how to chat, how to turn in assignments?
- If proctored tests are required, what sites and options are available to my students?