Checklist for Online Course Elements

First Day Items [see Module 1]

☐ Instructor introduction is in the discussion area, on the homepage, or under the 'First Day' icon.

☐ Student introductions are set up in the discussion area and/or another alternate "getting to know you" activity is given.

☐ First Day instructions are under a "Start Here" or "Read First" or similar icon on the homepage. This should include the following:

1. Welcome letter with a clear statement about how to get started in the course
2. Any materials needed and where to find them -- textbooks, etc.
3. Any special requirements of the class -- technology requirements, testing, etc.
4. An explanation of the structure of the course -- a course outline or other way to give a "big picture" overview of the class
5. Types of activities the student will be required to complete (written assignments, online tests, participation in discussion board, group work, etc.)
6. A calendar or list of all assignments with intended due dates.

NOTE: Instructors may choose to incorporate some of this information into the syllabus. If so, the syllabus should be incorporated into the first day instructions.

Syllabus Items

☐ Official Course Learning Outcomes [may also be placed in the Goal Tool] [see Module 2]

☐ Instructor contact information, general availability, and email response time [see Module 3]

☐ Grading Policy, including information on how discussions will be graded. [see Module 3]

☐ Late Policy [see Module 3]

☐ Technical Support paragraph [see Module 7]

☐ Academic Support paragraph [see Module 7]

☐ ADA statement [see Module 8]

Communication Tools [see Module 5]

☐ The Mail Tool

☐ The Discussion Tool

Homepage

☐ First Day Items [see Module 1]

☐ Link to the Distance Learning Student Resources web page [see Module 7]

☐ Link to Academic Support web page [see Module 7]

☐ Banner at top of Homepage; Icons not blocky [see Module 9]

When you are done updating your courses, please complete the electronic form located on the homepage of the 'Elements' online workshop inside Blackboard.