

Instructor: \_\_\_\_\_ Course ID: \_\_\_\_\_

Blackboard Course ID: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Online Course Checklist

- \_\_\_ Welcome announcement \_\_\_\_\_
  - \_\_\_ Orientation information \_\_\_\_\_
  - \_\_\_ Course Description - goals/objectives \_\_\_\_\_
  - \_\_\_ Textbook information \_\_\_\_\_
  - \_\_\_ Syllabus \_\_\_\_\_
  - \_\_\_ Course schedule with assignments \_\_\_\_\_
  - \_\_\_ Assignments submission process info \_\_\_\_\_
  - \_\_\_ Computer hardware/software requirements \_\_\_\_\_
    - \_\_\_ Course Specific \_\_\_\_\_
  - \_\_\_ How to get help info \_\_\_\_\_
  - \_\_\_ Instructor information - contact, office hours \_\_\_\_\_
  - \_\_\_ Course Content \_\_\_\_\_
    - \_\_\_ documents display properly \_\_\_\_\_
    - \_\_\_ external links valid \_\_\_\_\_
    - \_\_\_ sequence/structure matches Course schedule \_\_\_\_\_
  - \_\_\_ Discussion forums created \_\_\_\_\_
    - \_\_\_ statement of expected content of postings per forum \_\_\_\_\_
  - \_\_\_ External links are valid \_\_\_\_\_
  - \_\_\_ How/when/where student to take tests/exams info \_\_\_\_\_
  - \_\_\_ Gradebook contains entry for each item where points can be earned \_\_\_\_\_
- If tests online:
- \_\_\_ Test banks loaded - assessments created from test banks and set to available
  - \_\_\_ Tests/Exams created set to available \_\_\_\_\_

### Continuing maintenance and support

- \_\_\_ Include in student Batch Upload process
  - Full term/first 8:     \_\_\_ Upload 1 week before semester begins
  - \_\_\_ Upload weekend before semester begins
  - \_\_\_ Upload weekend after semester begins for late reg.
  
  - second 8 week:     \_\_\_ Upload the day session begins
- \_\_\_ Support for revised textbook \_\_\_\_\_

General Comments:

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