

# Course Prep Checklist:

<b>I Course Basics</b>		<b>Notes:</b>
<b>Review for changes</b>		
1	Textbook	
2	Syllabus	
3	Instructional Design updates	
4	Assignment instructions	
<b>Content Checks</b>		
1	Course Materials (pre-loaded)	
2	Supplemental materials ready	
3	All links work	
5	Gradebook display	
6	Rubrics set	
7	Weekly discussion posts prepped	
<b>Organizational Management</b>		
1	Calendar/Schedule To-dos	
2	Prep due date chart	
3	Prep class roster chart	
4	Prepare file storage	
<b>II Information Management</b>		<b>Notes:</b>
<b>Faculty Information Publicized</b>		
1	Contact information	
2	Office hours	
3	Introduction video/Biography post	
<b>Announcements</b>		
1	Late policy Reminder	
2	Typical week/Schedule expectations	
3	Weekly overviews (videos)	
4	Welcome to class	
5	Holiday/Break reminders (as needed)	
	Course/Instructor evaluation reminder	
<b>Q &amp; A Faculty Forum</b>		
1	FAQ list	
2	Templates (as needed)	
3	Late policy (reminder)	
4	Academic Integrity (i.e. plagiarism)	
5	Mutual Respect Policy (netiquette)	
6	Discussion rubric detail/expectations	
7	Writing rubric detail/expectations	
<b>III Communication Management</b>		<b>Notes:</b>
<b>Core Emails</b>		
1	Course opening announcement	
2	Academic success tips	
3	First day welcome	
4	Mid-course encouragement	
5	End-of-course send-off	
<b>Agents/Auto-alerts</b>		
1	Subscribe to select forums	
2	Missed due date notification	
3	Participation reminders	