Brightspace/D2L Going “Online” Checklist

Did you ...

☐ Include a discussion forum for students to re-introduce themselves?
☐ Check to see that the revised syllabus is complete and up-to-date? (PDF is preferred) ☐ Check to see that the revised course grading policy is clearly stated?
☐ Add informative announcements for the transition using the News tool?
☐ Include suggestions for appropriate online student behavior, or “netiquette”?
☐ State your preferred mode of communication and shared commitment to timeliness?
☐ Provide comparable online content to replace the content typically taught in your lectures?
☐ Specify learning objectives or outcomes for each week or lesson?
☐ Provide enough assessments or graded items to measure your learning outcomes?
☐ Check course navigation in View as student mode to see if students can find content easily?
☐ Test all content, activities and assessments in View as student mode to be sure they function as expected?
☐ Provide opportunity for class interaction – i.e. discussion forums, Zoom or Virtual Classroom?
  ☐ Provide drop boxes for students to submit assignments?
☐ Check instructions on discussion forums & assignments to be sure expectations are clear?
☐ Check to see that content under the Table of Contents is organized in a weekly structure with all links and folders labeled with due dates, descriptions, directions, etc?
☐ Check the start date and end date for any content that should be time released?
☐ Check the start date and end date for quizzes/assessments?
☐ Configure your gradebook properly?
☐ Connect all graded assessments to the associated grade item in the grade book?

If you can answer yes to these questions you are ready to go “online”!

Brian Snapp ~ Center for Teaching Excellence (CTE)          April 28, 2023