Semester Start Checklist for Online Instructors

- ✓ Ensure that you are assigned the course (on the course management system) as part of your teaching load.

- ✓ Ensure that you can login to the LMS and that you have access to the specific course section.

- ✓ Setup Your Technology – laptop, webcam, microphone, email, phone and voicemail, calendar, screen-recording and video editing software, video conferencing platforms, Office 365 or Google Applications, course-specific software, an off-campus VPN or remote access, etc.

- ✓ Combine course sections for cross-listed courses and multiple course sections.

- ✓ Copy the course template or previous course.

- ✓ Update start dates, due dates, and end dates on every assignment, discussion, quiz, exam, learning module, announcement, and other specific content items.

- ✓ Update instructor information and office hours.

- ✓ Update or revise course information, student resource links, instructional content, and assessments.

- ✓ Get a copy of the book, a new online course access code, and a link to an external learning platform.

- ✓ Edit or delete old announcements, post a Welcome Announcement, and send an Introductory Email.

- ✓ Update and post the Syllabus and Class Schedule.

- ✓ Setup virtual conference sessions for live classes and office hours.

- ✓ Update your calendar, and schedule time for grading and scholarship.

- ✓ Reserve labs, and schedule classroom visits, visiting speakers, field trips.

- ✓ Publish or activate the online course.

- ✓ Sign the Teaching Contract or Course Load Agreement so you can get paid!

Lirim Neziroski, Ph.D., MBA is a higher education administrator, consultant, and previous faculty member with expertise in educational leadership, instructional technology, curriculum development, academic assessment, online programs, and strategic planning. Contact Lirim for consulting, research, writing, and public speaking services at LirimNez.com.