

Faculty Checklist for Online Course Success

Course Start-Up

- ✓ [Create your course site!](#)
- ✓ [Copy previous content](#) into your new course site if needed.
- ✓ [Hide or set availability dates](#) for any content to prevent students from viewing material early.
- ✓ Send a welcome announcement to students prior to the start of class relaying any course start-up information.

Reminder: Students gain access to your course site(s) 72 hours prior to the course start date.

Quality Course Design Components

- ✓ Include info on how to navigate the course site and clarifies to students the purpose of course components.
- ✓ Maintain a consistent organization throughout your course.
- ✓ Provide easily accessible [Student Support Resources](#) maintained by University Extension.
- ✓ Provide contact information and [Support for any Publisher](#) content.

Note: The ID Team is limited in providing support via publisher materials.

Course Management Recommendations

- ✓ Maintain regular interaction between you and your students.
- ✓ Reach out to students who have not consistently participated early on to ensure they keep pace with the course.
- ✓ Contact University Extension regarding students who lack in participation.
- ✓ Provide timely feedback to student submissions.
- ✓ Respond to student questions within a reasonable time frame as stated in your communication policy.
- ✓ Maintain an instructor presence throughout the duration of the course.

Conclusion

We hope this guide was helpful.

For additional information or support contact the Instructional Development team by phone at 508-999-8505 or by email at myCoursesHelp@umassd.edu.