Faculty Technology Checklist

Implemented or planned for:

☐ Method for communicating individually with students (e.g. email, Bb messaging)
☐ Method for communicating course announcements to students (e.g. email, Bb announcements)
☐ Contingency plan for technical difficulties for all tools being used
☐ Structure of overall course (e.g. by week, by LMS tool, by unit/chapter)
☐ Structure of content pages (e.g. to-do list, journal, assignment, folder with PPTs, video, text)

Available for students:

☐ Syllabus (DL Syllabus template is available in the DL Pedagogy Forum)
☐ Student code of conduct document
☐ Calendar (not necessarily the LMS calendar, but some indication of course progression)
☐ Copyright notice
☐ DL Evaluation
☐ Grades
☐ Method for student-to-faculty communication
☐ Discussion area for technical difficulties

Content:

☐ Upload/link to at least one example of each type of content you are planning to use (e.g. videos, PowerPoints, text lectures, links to external sources)
☐ Add to the course at least one example of each type of communications tool you are planning to use (e.g. discussion board, journal)
☐ Add to the course at least one example of each type of assignment you are planning to use (e.g. test, upload)

Review procedures for:

☐ Accessing and using the gradebook
☐ Changing a grade and providing feedback in the gradebook
☐ Providing feedback for content in each type of tool used
☐ Making the course available to students
☐ Adding/deleting items in menus and on content pages

CIT Staff has demonstrated and described tools available in the LMS that you are interested in:

☐ List tools discussed and make notes on use for future reference:

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