Online Course Readiness Checklist

CCRI | LEARNING DESIGN CENTER

Teaching online takes a considerable amount of time and hard work prepping Blackboard and course materials before the semester begins. Use this checklist to guide your preparations and help you feel confident, passionate and ready to teach.

Before the Course Begins

Course Copy/Update

Content has been copied or imported into new Blackboard course shell.

If another instructor is listed in the course, submit Help Desk Service Request to remove user.

Delete old discussion and group discussion posts, if applicable.

Delete old announcements or make unavailable.

Check all hyperlinks for broken links.

Change due dates, date availability and places (if any) for assignments, discussions, tests, blogs, etc.

Update or add rubrics for assessments. Make sure the rubrics are linked to the right assessment. Make sure that students can see the rubric and feedback.

Hide all weekly folders except Week 1.

Verify that all assessments are weighted appropriately in the Grade Center.

Use Student View to verify that the course appears appropriately.

If using LockDown Browser, check the test links to see if they require updating.

Accessibility

Run an Ally Accessibility Report. Remediate any red flagged content items.

Mark any decorative images as "Decorative" in Ally.

Use the Check Accessibility in MS Word to verify that documents are accessible.

Use the Check Accessibility in MS PowerPoint to verify that presentations are accessible.

Add closed captions or transcripts for all videos. Note: VoiceThread and Zoom auto-captions videos.

Remove any colored text from the course.

Rename hyperlinks to meaningful key phrases, hiding the HTML language.

Avoid using all caps and italics.

Remember to add heading styles in all course materials.

Check with your publisher to verify that the digital textbook is WCAG AA rated. If not, put together a plan with the publisher for students who are blind and/or mobility disability.

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As the Course Begins

Welcoming Students

Add updated syllabus and schedule to Blackboard course.

Add or update academic and student policies, include a link to the Student Handbook and DSS.

Create or update your instructor welcome video. Make sure to include how students should contact you and when.

Develop an Orientation module for students which includes a video tour of the Blackboard course, a tour of the publisher site (highlight how to log in), where to ask questions, and general information about the course.

Build an icebreaker activity like an "Introduce Yourself" discussion.

Add a syllabus activity like Syllabus Scavenger Hunt or a short quiz.

Book student service staff for any course needs such as tutors, Starfish tutorials, TutorMe, Writing Center, and Library instruction.

Send a welcome email to students 2 weeks before the semester (if possible). Please attach the syllabus, include information about the textbook and where to purchase or sign on. Also include a link to the Student Orientation. Please include course modality and any required on-campus meetings.

Check your roster. Begin to learn students' names and how to pronounce correctly.

Verify that lecture videos are broken into manageable chunks of around 15 mins.

First Week of Class

Post a welcoming announcement which sets the tone and the timeline for Week 1. Include where students should look for the Week 1 checklist.

Highlight office hours and why its important to utilize.

Check off students for VOE.

Verify students have the right technology and internet access.

Set clear expectations for the students and include a model of a typical week, like "initial posts are due every Weds," and "all assignments are due every Sunday."

Go over participation expectations, late work and make-up policies. Review netiquette policy.

Add a pre-assessment for any pre-requisite content to verify students are prepared for the material or require a refresher.

Add a questionnaire which asks for basic information like work schedule, how many classes are they taking, if they have family responsibilities, new to CCRI, what type of technology, pronouns, correct pronounciation of their names, set up a meeting with you, etc.

Include a very short overview video of what is entailed in Week 1.

Include a checklist containing everything the student must complete by the end of Week 1.

For more information about what to include in an online course, please visit the Learning Design Center's Course Design Review which lists 14 effective and inclusive online design standards, or contact mmcintyre@ccri.edu.