

**Frederick Community College
Office of Distance Learning**

Pre-Term Checklist for Online Courses

At the start of each semester:

- **Syllabus:** Submit to Department Chair for approval, copy to Office of Distance Learning.
Note: Spring Break and Thanksgiving weeks are NOT counted as work week.
Note: College Closed because of inclement weather, but Online Courses go on working.
Note: Confirm the textbook listed is the correct text & edition.
Note: Confirm that all tests/exams are online; at least one, but no more than two proctored.
- Confirm syllabus URL posted on the FCC website <http://courses.frederick.edu/>
- Locate the 'Teaching Online' *Handbook* on your course website at >'General Information' >'Faculty Resources' >'Best Practices for Teaching the Course'.
- Transfer content (if needed) from previous term to new course shell. DO NOT copy "General Information" or "Course Evaluation" from the previous course; it is already part of the new course shell.
- Confirm availability of your current and updated syllabus on your course website.
- Post a "Welcome" announcement and email it to your students prior to semester start. You may want to send this email again in the first week of classes to any recently enrolled students.
- Check that the synopsis of 'Weeks and Dates' is posted as a permanent announcement. Copy and paste from 'General Information' >'Faculty Resources' >'Download Semester Schedule'.
- Make sure there are no actual dates on the website other than FCC holidays or closings for the current semester. Eliminated residual calendar due dates on tests and exams. All due dates should be expressed in the relative chronology of weeks/units and days of the week.
- Check all internal course links using 'Check Course Links' to ensure all connections are active & address the correct material: Go >Control Panel >'Packages and Utilities' >'Check Course Links' and click 'OK' to start.
- Check all external links using Link Checker to ensure all URLs are active & address the correct material: Go >Control Panel >Customization >Tool Availability and make the **"Link Checker"** available. Go back to the >Control Panel >Course Tools, click on 'Link Checker'.
- Review all course material for accuracy and make that there are no dead links or folders.
- Check instructions, passwords, etc on all tests and exams.
- Review the Grade Center to ensure all graded assignments are active and available to students.
- Open a "Who-is-Who" Discussion Forum" and post your own bio/introduction to the class. Instructors should always enter the first post in discussion boards to "set the stage".
- Confirm "Weekly Assignments" to contain all related information (discussion forum links, exam links, lectures, learning objectives, etc).
- Make the course available in >Control Panel>Customization>Properties.
- Request signed Academic Integrity pledge form, available at <http://courses.frederick.edu/>.
- Monitor your Class Roster using the 'Performance Dashboard'. Go "Control Panel' >'Evaluation' >'Performance Dashboard'. If the course is not full, students will still be able to enroll during the first two days of the first week of classes. After that they will need permission from the Office of Distance Learning.
- Report Class Attendance at the end of the second week of classes.