



Center for Learning Design, Innovation, and Online Instruction

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Start of the Semester Housekeeping Checklist

Whether you're a new or an experienced online instructor, it can be helpful to have a calendar or checklist of the pre-term and ongoing administrative tasks for your course. The following is an overview of some of the key steps for the development and management of a typical online course.

Before class begins

Organizational Tasks:

- Be sure to check course registration deadlines for fall, winter, spring and summer terms. The current course syllabus should be uploaded into the UCanWeb catalog entry under "Syllabus Information".
- Order all textbooks via the Textbook Center. Please provide the following information:
 - Whether or not the book is required, or optional.
 - If you would like an E-book as an option.
 - If you require some form of access code.
 - If you don't mind using an older, or more than one edition of a book.
- Keep in mind the Federal Textbook Adoption Dates. They are as follows:
 - Winter adoptions (October)
 - Spring adoptions (November)
 - Summer adoptions (March)
 - Fall adoptions (April)

Blackboard Tasks:

- If necessary, copy course materials into the official course shell prior to the course start date. Your course shells begin with a 5-digit Course Reference Number (CRN) that is specific to the semester.
- Request a merged shell if you have multiple sections of the same course being offered in the same session. Please contact cldioi@canton.edu as we will do this for you.



Review your course material:

- Update your syllabus and due dates.
- Set course entry point to your preference and be sure to include navigational instructions.
- Check access to course content, course tools, tests, and assignments.
- Check your Full Grade Center. Be sure to set your [external grade column](#).
- Check internal and external links.

Welcome your students:

- Check your course enrollments in UCanWeb since student rosters do not populate in Blackboard until the course start date.
- Send an email using the UCanWeb Detail Class List.
- Post a welcome announcement with your contact information, resources and next steps to proceed with the course.

The first week of class (end of add/drop session)

Track students:

- Contact any student who has not logged into your course on Blackboard. You can find this information in the Full Grade Center under “Last Access.” Also reach out to any students who are not yet actively participating.

About Me:

- Optionally, create an “About Me” discussion board post to introduce yourself and create an online community within your course.

Throughout the course

Course Updates:

- Let students know of any changes you make to the Blackboard course while the semester is in progress. This can be done through Course Messages, Announcements or “Send Email.”

Guide discussions:

- Monitor the discussion area and participate as needed to guide the discussions.
- Establish office hours when students can reach you via phone, email or Course Messages.

- Optionally, set up virtual office hours using Collaborate Ultra, Live Office Hours or Live Chat (all found in each course under Course Tools >> Collaborate Ultra).

Grades and feedback:

- Timely feedback and grades on student assignments

Weekly video or audio introduction:

- Optionally, record a 1-minute introduction for each week. Post a text version in the question-and-answer discussion area. Use student progress, discussions and so on as a basis for your message.

When the course ends

End of course survey:

- Remind students to complete the “Student Course Comments” if one is included in your course.
- Faculty and students will receive an email from the Provost’s office 2-3 weeks prior to the end of the semester. The email will indicate that the link to the survey (in UCanWeb) is available. The link to the survey will deactivate as soon as final grades are submitted by faculty.

Directions for faculty to access “Student Course Comments” in UCanWeb:

- Go to UCanWeb > Enter Secure Area
- Click the “Faculty & Advisors” menu
- Click the “Student Course Comments” menu item (has a red flag and is located at the bottom of the list)
- Select a term and click Continue
- Select a course and click “Display Results”

Calculate final grades:

- Use Blackboard’s Full Grade Center to calculate final grades and submit them into UCanWeb.
- Deadlines for electronically submitting midterm and final grades for each semester can be found on the Academic Calendar.