

# THROUGHOUT COURSE CHECKLIST

## Communications

- ✓ Respond to student messages promptly, within a maximum of two (2) working days.
- ✓ Communicate with your students regularly through Discussions or the News widget. Consider using MS Teams to video conference with your students in real time.
- ✓ If you will be off-line for a day or more, announce your absence to your students and let them know who they can contact in case an issue arises. All absences due to illness or other emergencies need to be communicated to both your campus administrator as per normal campus protocols, **and** Heather Penney, DL Service Coordinator, at the earliest opportunity.

## Course Management

- ✓ Regularly monitor student attendance and participation. Follow up with absent students, or contact the DL Help Desk for assistance.
- ✓ Keep the gradebook current. Post grades for any assignments/quizzes to students within 10 working days. Provide guidance and feedback for your students.
- ✓ Be sure to have all assignment/quiz grades posted prior to the mid-term and final exam period.