

CHECKLIST TO PREPARE FOR ONLINE INSTRUCTION IN BRIGHTSPACE

Course Homepage

- Update instructor profile and add an image (i.e office hours and contact info)
- Add a Welcome announcement
- Add due dates to populate the calendar
- Post an item to the activity feed (if desired)

Overview and Syllabus

- Create a Course Overview
 - Course description
- Upload an updated version of your syllabus and course schedule.
 - Include Course and Module Learning Objectives
 - Setup your preferred web conferencing tool (i.e. Zoom, Webex, etc.)
 - Add online office hours and contact information

Welcome and Course Expectation Module

- Create a Welcome or Course Expectation Module
 - Add learner expectations - include netiquette policy (if applicable)
 - Add instructor expectations - include when students can expect feedback on assignments and response times for email
 - Add Course Specific items or general links

Course Content Area

- Add module level objectives for each module (if applicable)
- Review all course hyperlinks (readings, videos, supplementary resources) to ensure they are working links
- Ensure that items in the learning modules are in a sequence that makes sense
- Confirm that media displays properly, videos play correctly and images contain alt tags
- Review assignments and assessments to ensure dates and point values are correctly assigned
- Set up and link rubrics to appropriate assessments (if rubrics are used)
- Check the gradebook columns, point values, set-up, total points or percentage

Communication

- State your preferred method of communication in the course - Email or Messages
- Prepare a welcome email or announcement for students to arrive on or before the first day of class

Remind students of the URL: mycourses.cnm.edu

Please contact DL for assistance with your course! DL@cnm.edu