Online Course Management Checklist

First Week

☐ Send Welcome Email (you can send this before the first day)
☐ Respond to all student introduction posts
☐ Monitor and respond to Q&A forum
☐ Review and respond to student email (remember to direct/redirect students to Discussion forums)

Weekly

☐ Monitor Discussion forums and respond when necessary (Don’t forget to check the Q&A forum)
☐ Review and respond to student email (remember to direct/redirect students to Discussion forums)
☐ Grade Assignments and provide feedback
☐ Facilitate weekly/biweekly Office Hours
☐ Provide weekly summary/wrap-up of activity (either in Discussion forums or Announcement)

Last Week

☐ Wrap-up the course (thank students, summarize core concepts, provide closing activity)
☐ Collect and evaluate feedback
☐ Reflect on the course and make plans to adjust for the next offering