

## Course Prep Checklist

Here is a checklist of things to do in preparation for the semester:

### Before class begins:

- Download a copy of the academic calendar to keep track of dates for the upcoming semester.
- Review the college attendance and administrative withdrawal policies.
- Determine the assignment which will be used for your proctored event and when it will be given.
- Complete the proctoring request form.
- Decide when you will have an office hour each week.
- Decide how you will be present to students in the classroom.
  
- Prepare and upload the syllabus.
- Create a course schedule.
- Update your faculty page.
- Create a question and answer forum, if the course does not have one.
- Post a welcome announcement (required), and video (optional).
- Create an introduction and icebreaker activity.
  
- Review each lesson and create an overview and learning objectives section, if needed.
- Review the instructional content to see if it seems appropriate for the learning objectives.
- Create opportunities for active learning, if needed.
- Incorporate relevant multimedia that supports learning, if needed.
- Review the sequencing of the instructional content: Does it flow in a logical progression of learning?
- As much as possible, ensure that videos, images, and other content are easily accessible to all learners. Ask for help from OTC Online if you need assistance.
- Develop and post a checklist of student deliverables for each lesson.
  
- Check the grade book (Grade Center) to see if columns are organized by lesson and activity.
- Delete any unnecessary or unused columns.

### After class starts:

- Respond to student emails within 24 hours, except on weekends/holidays/college closure.
- Answer questions in the discussion board within 24 hours, except on weekends/holidays/college closure.
- Participate in discussion forums to both teach and encourage further discourse on a topic.
- Provide instructive feedback on student work.

- Post weekly announcements.
- Create and maintain a positive environment in the classroom.
- Keep grading current.
- Export the grade book and forward to the department representative after final grades are posted.
  
- Don't be afraid to ask questions and seek assistance when needed!