

## Faculty Checklist for Online Course Success

### Course Start-Up

- ✓ [Create your course site!](#)
- ✓ [Copy previous content](#) into your new course site if needed.
- ✓ [Hide or set availability dates](#) for any content to prevent students from viewing material early.
- ✓ Send a welcome announcement to students prior to the start of class relaying any course start-up information.

**Reminder:** Students gain access to your course site(s) 72 hours prior to the course start date.

### Quality Course Design Components

- ✓ Include info on how to navigate the course site and clarifies to students the purpose of course components.
- ✓ Maintain a consistent organization throughout your course.
- ✓ Provide easily accessible [Student Support Resources](#) maintained by University Extension.
- ✓ Provide contact information and [Support for any Publisher](#) content.

**Note:** The ID Team is limited in providing support via publisher materials.

### Course Management Recommendations

- ✓ Maintain regular interaction between you and your students.
- ✓ Reach out to students who have not consistently participated early on to ensure they keep pace with the course.
- ✓ Contact University Extension regarding students who lack in participation.
- ✓ Provide timely feedback to student submissions.
- ✓ Respond to student questions within a reasonable time frame as stated in your communication policy.
- ✓ Maintain an instructor presence throughout the duration of the course.

### Conclusion

We hope this guide was helpful.

For additional information or support contact the Instructional Development team by phone at 508-999-8501 or at <http://ithelp.umassd.edu>.