

Online Facilitation Check List

Midway College

Contacts

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Pre- Class Start

1. Adjunct Faculty: Return signed Letter of Appointment in timely manner - 2 days.
2. Access the **Course Portal**- <http://mdwc.learninghouse.com> and review all course materials:
 - Faculty are not authorized to make content changes to the syllabus or assignments
 - Contact your Division Chair for change recommendation adoption
3. Obtain current course text. Contact your Division administrative assistant.
4. Confirm each week's assignment details and threads and match up with the grade book.
5. Records: Develop a weekly student-assignment grid.
6. Create a "Q&A Ask the Professor" Thread in the Main section for students to post questions and concerns.
7. Post a message in the "Q&A Ask the Professor" Thread. *Example: As you have concerns and as questions arise, please post your questions in this forum and I will respond.*
8. Post messages to the [News & Announcement Forum](#): Example:-
Welcome to OAL333 Human Resource Management
Netiquette
Assignment Submission and Late Policy – from the syllabus
Communication Policy
9. Ensure that Lesson One is made available to students – The week prior to the course official launch date.

During Course Period: Faculty Participation and Visibility

1. Make visible up-coming lesson material every Saturday.
2. Respond to student questions (posts or phone) and messages within 24 hours of their receipt.
3. Strive to make Virtual Classroom interaction integrative.
 - a. Faculty comments will frequently go beyond simple questioning or agreement to model critical thinking expected of students.
 - b. Theory will be integrated with observations and applications when appropriate; comments to students will be interpretative as well as descriptive.
4. Faculty **MUST** be visible and participate in their classroom a minimum:
 - a. Recommended five out of seven days.
 - b. Expected to see faculty interacting with students on an almost daily basis under normal circumstances.
 - c. Interaction is defined as contributing to the discussion, participating in the discussions, and substantively encouraging the learning process.
5. Gradebook Updated: Assignments graded (with substantive comments) no later than following the conclusion of the lesson.
 - a. Assignment Feedback: Faculty **MUST** provide substantive critique, comment, and/or evaluation for all work submitted by the student.
 - b. Ideally, faculty will use a standard schedule (e.g. 2 days after the due date of an assignment).
6. Students especially require feedback on their final papers which are included later in their Portfolio Project.

7. Faculty **MUST** provide a current grade status to each and every student weekly.
 - a. A student must never be more than seven days away from a current grade status--ever.
 - b. The best time to do this is with your substantive feedback. However, if you choose to separate the two, remember that every student should know **EXACTLY** where they stand in the grading process every week of the course.
5. All classes, at the end of the course are evaluated by the students.
6. Make sure and confirm that the Course Evaluation is visible- in the final week of the course.
7. Post a message in the [News & Announcement Forum](#) encouraging students to complete the course evaluation form.

Post- Class

1. Grade Submission: Within 5 days of course end.
2. Online Grade Submission:
 - a. Login into your CampusWeb account
 - b. Click on 'Faculty'
 - c. Click on Class Roster 'View'
 - d. Scroll to bottom and:
 - i. Check Enter Grades for "Final"
 - ii. Click on "Go" and enter grades and submit.
3. Contact your Division Chair and Administrative Assistant to review and obtain your course evaluation.

Midway Term Preparation Checklist

Use this checklist to review and prepare to facilitate your course. Your students will be accessing a great deal of material in your class. Take the opportunity now to review your instructional materials and plan to guide your students through the course. You're the facilitator and you can set the tone and pace of the class for your students.

The Learning House Client Services Specialist (CSS) assists you in managing your course. If you have any questions about how to facilitate or manage your course, contact your CSS.

Syllabus (Your institution typically informs TLH about new textbook editions or updates for the syllabus. Check with your division about syllabus changes if necessary.)
Course description
Learning objectives
Required textbook(s) and materials
Assignment due dates
Grading scale
Profile Contact Information: To update your profile, click on your name in the upper right-hand corner of the window after you log in, then click on the "Edit" profile tab.
Once you have accessed your profile, you may need to click on the "Show Advanced" button to enter your phone number
Update your bio
Add a current photo
Assignments: Click on "Assignments" in the "Activities" block on the left side of the window to access a list of all assignments in your course.
Assignment type is appropriate for each assignment
Review submission setting for each assignment (<i>allow students to submit early or late</i>)
Assignment attributes are correct and settings are appropriate

Quizzes: Click on "Quizzes" in the "Activities" block to view a list of all quizzes in your course; then click on the quiz name to preview a quiz.	
Number of attempts is correct	
Timing options are correct	
Maximum grade is correct	
Sum of maximum points per question equals maximum grade for quiz	
Quiz reflects correct questions	
Number of attempts is set	
Quiz open/close dates and times are correct	
Grade Book: We highly recommend that you sign up for our Online Training Office Hours for assistance in setting up your grade book the first time your course is taught.	
Each assignment appears in the correct grade category	
Category weights are set properly if weights are used for grading	
Each assignment has the correct number of points	
Course Management	
(Optional) To control course pace, topics you do not want students to view are closed (eye is shut)	
Groups are set up if needed	
Forum subscriptions are set up if needed	
Chat rooms are set up if needed (use for office hours only)	

