Online Teaching Checklist, Spring 2018
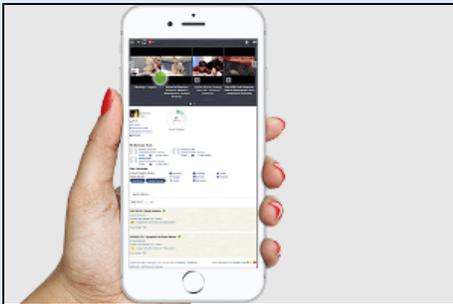
Getting ready to teach online this spring? (Classes begin Monday, 2/5.) This **checklist** will help you prepare.

Do you have our app?

Online Education has developed *Classes*, an updated app for students and faculty, where they can check all things Academy-related. As of January 2018, the Classes app now includes the shuttle schedule previously found on the Student/Campus app, along with course information, online classrooms and student grades. Download the app for **iOS** or **Android** today — and tell your students about it!

#1 – Review the most recent updates to the online learning system.

- New online for Spring 2018
- Back in the saddle again...

#2 – Get familiar with the Academy's Online Teaching Standards.

New standards were established in Spring 2017, so make sure you are familiar with the current expectations. Review the list and download the rubric to help you assess your own effectiveness as an online instructor.

#3 – Review the Workday requirements for reporting your hours (for part-time employees only).

#4 – Plan your time: Review & download the spring Online Module Calendar.

⭐⭐ **PLEASE NOTE**: This semester, **Module 15 ends a day early, on Saturday, May 26**.

Spring Break runs from Sunday, March 25, through Sunday, April 1.

#5 – Clarify and post your expectations.

- ⭐ **NEW!** ⭐ **Are students actually reading your class policies?**
- Basic Expectations & Communication
- Late Homework Policy
- Excused Lateness in Online Classes
- Minimizing grade complaints
- Posting Class Policies
- Making Announcements

#6 – Make your class student-ready.

- Avoiding duplicate topics
- Review and edit your topics, as needed. **Learn more**: Setting Up Your Discussion
- Set up personal topics for your students, if your department requires this. **Learn more**: Project-Based Classes
- What if... you want to encourage students to discuss each other's work?
- Try Creating a Private Office where students can contact you about personal issues and concerns.
- Extend the close date for all your Module 1 and 2 topics to the end of Module 3 (2/25), to accommodate any students who register after the semester begins. **Learn more**: Welcoming your later arrivals

#7 – Get students talking

- Personalize your "Welcome" topic and add an icebreaker (or create a new topic for your icebreaker). **Learn more**: Icebreakers & Refreshers
- Introduce yourself via video — and ask your students to do the same. **Learn more**: Connecting with your students via video
- You might also consider tagging all your students in this initial post. **Learn more**: More tips for tagging
- Make it easy for students to engage by posting optional topics where they can share initial ideas about the class. **Learn more**: Discussing "First Impressions"

#8 – Take care of administrative tasks.

- Update your contact information in WorkDay.
- Contact HR (hr@academyart.edu) to update your contact information in the Academy's official record.
- Set up Easy Grade Pro with your new class roster.

#9 – Set up an online office (optional).

- Request that a virtual office in Adobe Connect be set up for you (onlineoffice@academyart.edu).
- Attend a workshop on "Teaching in your Online Office."
- Learn more about Teaching in a Virtual Office.

#10 – Get some support.

- Attend an online workshop or Q&A session.
- Contact Jenny Michael (jmichael@academyart.edu; 415-618-3547) to make an appointment for one-on-one support.
- Check out our growing list of Common Teaching Problems (and their solutions)
- Post a question (as a Comment, below).

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