

# Start-of-semester checklist (Summer 2017)



Image Source

Getting ready to teach online this summer? This **checklist** will help you prepare.

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

- [What's new for Summer 2017?](#)
- [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 instructors only).

## #4 – Plan your time.

- Check out our tips for [Teaching Online in the Summer](#).
- Review & download the summer [Online Module Calendar](#).

## #5 – Clarify and post your expectations.

- [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?](#)
- Personalize your "Welcome" topic and add an icebreaker (or create a new topic for your icebreaker). Learn more: [Icebreakers & Refreshers](#)
- Try [Creating a Private Office](#) where students can contact you about personal issues and concerns.

**#7 – 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](#)

**#8 – Take care of administrative tasks.**

- Update your contact information in WorkDay.
- Contact HR ([hr@academyart.edu](mailto:hr@academyart.edu)) to update your contact information in the Academy's official record.

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

- Request that a virtual office in Adobe Connect be set up for you ([onlineoffice@academyart.edu](mailto: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](mailto:jmichael@academyart.edu); 415-618-3547) to make an appointment for one-on-one support.
- Visit Jenny's Teaching Support office hours. Visit the [Teacher Training Workshops](#) page to see the schedule and the link.
- Post a question (as a Comment, below).

---

RETURN TO: Online Teaching Library: [Blog](#) | [Home](#)