Online Faculty
Timeline

Whether you're a new or an experienced online instructor, it can be helpful to have a calendar or checklist of the pre-term and ongoing administrative tasks for the course.

The following is an overview of some of the key steps for a typical online course.

**Be sure to check registration cycles for fall, winter, spring and summer terms. The current course Syllabus should be uploaded into UCanWeb for course catalogue prior to registration date.**

**Order all textbooks by sending an email request to David Atkins at the Textbook Center. Included should be: student edition ISBN#, publisher, author and # of books.**

Before class begins

- Preliminary Blackboard Tasks –
  - Copy course materials into new semester Blackboard shell.
  - Synchronize course roster for several sections of the same course. Please contact ol@canton.edu – we will do this for you.
  - Review your course(s) in Blackboard: Check that your content is all in the course and properly set up. Also be sure to update syllabus, verify links and edit due dates.
    - Fully online courses will automatically be visible to students on start date of class.
    - Hybrid and F2F courses need to be enabled manually after the semester start date.
- Welcome announcement: Post a welcome announcement as a news item on the course home page.
- *Optional* - Check your course enrollments in UCanWeb prior to first day of class. Student roster do not populate in Blackboard until the first day of the semester.
  - If you want to email your students prior to the first day of class email them through UCanWeb.

The first week of class (end of add/drop session)

- Tracking students: Contact any student who has not logged in to your course in Blackboard; follow up with your academic unit, if necessary. Also reach out to any students who are not yet participating actively.
*Optional* - Post your "About me" Discussion Board assignment on Day 1; follow up at the end of the "About me" thread after most or all students have responded. Reach out to your students and create an online community.

Throughout the course

- **Updating weekly overviews and announcements:** If you make any changes to activities or assignment due dates, be sure to post an announcement. Let students know of any changes you make to the Blackboard course while the semester is in progress.
- **Guiding discussions:** Monitor the discussion area and participate as needed to guide discussions. Wrap up discussions as they reach a good stopping point for reflection.
- **Communicating with students:** Respond to student e-mails within 1 business day. Establish office hours when students can reach you by phone, Course Messages, or send email. *Other options:* Set-up virtual office hours using Blackboard Collaborate, Live Office Hours or Live Chat (all found in each course under Course Tools >> Blackboard Collaborate)
- **Grades and feedback:** Try to return feedback and grades on student assignments within 1 week of submission.
- *Optional* weekly video or audio introduction: Record a 1-minute introduction for each week at the end of the preceding week, and post a text version in the question-and-answer discussion area. Use student progress, discussions, and so on as a basis for your message.

When the course ends

- **End-of-course survey:** Remind students to complete the “Student Course Comments”, if one is included for your course. Faculty and students will receive an email from the Provost’s office 2-3 weeks prior to the end of the semester. The email will indicate that the link to the survey (in UCanWeb) is available. The link to the survey will deactivate as soon as final grades are submitted by faculty.
  - Directions for faculty to access “Student Course Comments” in UCanWeb:
    - Go to UCanWeb
    - Enter Secure Area
    - Click the Faculty & Advisors menu
    - Click the Student Course Comments menu item (has a red flag and is located at the bottom of the list)
    - Select a term and click continue
    - Select a course and click Display Results
Calculate final grades. Use Blackboards Full Grade Center to calculate final grades and submit them into UCanWeb. Deadlines for electronically submitting midterm and final grades for each semester can be found on the Academic Calendar.