

## Faculty Checklist for Online Courses

The following are just simple reminders of what to keep in mind when developing or delivering your online course. No doubt you probably have asked yourself several of the following already. Hopefully this list will offer something new.

### General

1. Do I have contact information of my students (their home address, their home and work phone number just in case I need to contact them)?
2. Do they know where to get textbooks?

### Syllabus

3. Do I have contact information of myself for students (office phone number, email, FAX)?
4. Do I have contact information for students if they run into technical difficulties?  
([jnakason@chaminade.edu](mailto:jnakason@chaminade.edu), 808-739-8327).
5. Do I have virtual office hours?
6. Do I have information in my class on assessment of their performance (grading scale, percentage rates, etc)?

### Course Management in eCollege

7. Do I have a "Welcome" page or message for my students as soon as they "walk" into my class?
8. Do I have an announcement page or ways to inform students what is going on with the class?
9. Do I have information in my class on classroom conduct, discussion and chat etiquette, etc.?
10. Do I have an introduction of myself in the "Welcome" page or a posting in the Discussion?
11. Do all the links in my class work?
12. Is my class organized and easy to navigate?
13. Have I included information on how to turn in their assignments?
14. Have I informed students how to post in the discussions and how to chat?
15. If my tests are proctored, do I have information on where tests will be and who is the proctor?
16. If I require students to take tests on campus, do they know when and where?

### Content

17. Have I updated all the information in my class?
18. Are graphics in my class easy to load or download and in good quality?
19. Are my documents accessible and easy to download?
20. Are my PowerPoint presentations (or other media files) working?
21. If I have .pdf files for my class, have I informed students where to download free Adobe Acrobat Reader?

*If you have kept these items in mind, give yourself a pat on the back!*