Course Facilitation Checklists

Before the Course Begins

We recommend completing the following tasks before the start of the term.

- ☐ Check your access and settings.
- ☐ Update your profile.
- ☐ Review the course.
- ☐ Create a course facilitation plan.

Check your access and settings.

Log into the learning management system (LMS). Even if your course is not available yet, you should be able to access your Dashboard. If you have multiple course cards, make sure they are organized in a way that is intuitive to you. Confirm that your preferred email is correct, and that you are happy with your notification settings.

Update your profile.

Add a photo, bio, and links to your LMS profile. Linking to your LinkedIn profile, a recently published article, or your professional website can go a long way in building instructor presence!

Review the course.

Once you receive access to your course space, review the syllabus, content, structure, and flow of the course. Identify major projects and due dates as well as any actions you or students need to take in the first week of class.

Depending on the way your course is set up, you may find helpful tips for managing the course in a Course Guide in an Instructor Only module you can access via the Modules tab on the course navigation bar.

Create a course facilitation plan.

The Course Facilitation Plan template is a space for you to think through your instructional goals and rhythms. It will help you decide when you will review course content, post announcements, and review student submissions and analytics; how often you will engage in discussions; and what kind of feedback you will offer on

assignments (considering, for example, which assignments students need to build on, and where detailed feedback can support long-term growth).

After the Course Starts

We recommend completing the following tasks after students are enrolled in your course.

- ☐ Post a welcome announcement.
- ☐ Create a course companion.
- ☐ Assign students to groups.
- ☐ Set Gradebook policies.

Post a welcome announcement.

Use video or text to introduce yourself, say a little about your research or experience, preview the course, and give students insight into your expectations, availability, turn-around time for assignments, and preferred communication methods.

Create a course companion.

A course companion is a file you create to save announcements you post, supplemental materials you share, general feedback you give, etc. This file could be in Google Drive or on your computer - whatever you prefer! Keeping a course companion ensures that the next time you teach the course, you will have all of your teaching resources at your fingertips.

Depending on the way your course is set up, you may find a shared course companion in an Instructor Only module you can access via the Modules tab on the course navigation bar. If you choose to add to this course companion, your notes will be accessible to anyone who teaches the course in the future from directly inside of the course.

Assign students to groups.

If you have group assignments, you may need to assign students to groups. Ensure that all students (including late enrollees) are assigned to a group before students submit group work in order to avoid Gradebook issues.

Set Gradebook policies.

Before any assignments are submitted, set policies for grade posting and late or missing work. Whatever you decide, you'll want to proactively communicate your policies to students and make sure they align with any programmatic language in the syllabus. Please note that if you do not set a policy for missing submissions, those assignments may not factor into the grade totals you and students see in the Gradebook.