Preparing To Teach Online

BEFORE THE SEMESTER BEGINS

Preflight Checklist

Please feel free to use this preflight checklist before the start of each semester to double check that your class is "ready for take off."

Academic Calendar, Dates, and Deadlines

- Ensure that module, assignment, and test dates correspond with the academic calendar.
- Note any holidays and recess dates for the semester to plan accordingly.
- Update the dates when learning modules are made available to students.
- For hybrid courses only:
  - Verify the dates and times of any face-to-face sessions.
  - Ensure that face-to-face final exam dates conform with the final exam schedule.

Syllabus

- Update any dates and deadlines listed on your syllabus.
- Revise your syllabus to meet the current syllabus requirements provided in the Executive Vice President and Provost’s Academic Year Memo.
- Any online proctored exams must be listed as "required" on the syllabus (and must be noted in the MyUNLV course information).
- Confirm that the chapters and pages of the edition of the textbook students will purchase match your assigned readings, and update as needed.

Course Content

- Verify that all videos and external web links are correct and still available.
- Confirm that content, especially images, are in compliance with university copyright policies.
- Check that students can view your course content.

Adding New Content

If you add or update course content, please:

- Proof quiz/exam questions for errors.
- Add the alt tag descriptions to any new images or figures.
- Ensure the accessibility of all online content in the course.

One week before the semester begins:

Students have access to your online course shell. You’ll want to make sure that some content is available to them, such as the syllabus, or at least an announcement, before class begins.

- Email students to let them know which books are needed for the course.
- Post a new welcome message.
- Introduce yourself to the students in the announcements, discussions, or both.
- Check that the “Let’s Get Started” page content is up to date.

Tips

We recommend that you:

- Pace your course to allow adequate time for reading, practice, and assignments.
  - Decide what criteria (specific date or meeting specific requirements, etc.) you want to use to determine when students are able to access each module.
  - Consider restricting access so that students can’t complete multiple modules all at once.
  - Release new modules on a set schedule. (Example: every new module releases on a Monday at 8 a.m.)
- Take into account University holidays, etc.
  - Avoid having tests take place on dates when the University is closed.
  - Assignments should not be due on holidays or recess dates (just as you would in a face-to-face class).