

## Appendix C: Online/Hybrid Course Checklist

Modified from: [Stevenson University Online Faculty Checklist](#)

### Directions:

Use this checklist as a guide to complete all key administrative tasks throughout the course and to prepare your Canvas course each semester.

Reference the [First Day Handouts](#) on the MyPGCC Portal Page and the [Academic Calendar](#) on the PGCC website for important course dates.

### Before the Start of the Course

- Review and update the syllabus and schedule for your course section, using the current syllabus template.
- Check the [PGCC bookstore](#) website to ensure you have the text for the class (book or OER). Contact your program coordinator or instructional designer if you need the text.
- Check the course materials in Canvas: is the information still relevant and current? Do the web links work?
- Review the Canvas Grade book to ensure it reflects course grading policies and criteria in the syllabus.
- Update Faculty Information. Make sure you include office location, phone number, information about office hours. (optional: a brief bio and a picture).
- Post a welcome announcement in your Canvas course and share the same information by email.
- Publish your Canvas course at least 4 days before the start of the course class as listed in Owl Link.

### During the Course

- By the 5% and the 10% mark of the course (i.e., end of week 1 and week 2 for a full semester course; prorated for accelerated courses) contact the students who have not yet completed any work in the course by email and phone.
- By the 20% mark of the course (i.e., end of week 3 for a full semester course; prorated for accelerated courses), submit an NA grade for those students who did not submit any course work or did not email the instructor about course content.
- Contact students who are struggling to offer assistance. If the student does not respond to your efforts, submit an early alert using this link to [Navigate](#) for those students who are not spending sufficient time in the course (poor attendance) and who are scoring low on their assessments (poor performance).
- Be present in the course at least 3 times a week for a full semester course (or pro-rated for accelerated courses) by

- engaging with students (e.g., grade, post announcement, provide wrap-ups, etc.),
  - responding to issues (give reminders, provide clarification on muddy points, etc.), and
  - adjusting learning materials (e.g., add extra reading based on students' needs, make a short video to address a common misconception, ...)
- Provide grades and detailed feedback on student assignments in a timely manner, i.e., prior to when the next similar assignment is due.
  - Respond to student queries within the timeframe as stated in the faculty contract.
  - Post an announcement to remind students to complete the end-of-course evaluation.

#### After the Course

- Final course grades need to be submitted in Owl Link within 2 days of the final exam ending.
- Your course will automatically be made unavailable to students 2 weeks after the end of the course as listed in Owl Link. Please do not make the course unavailable to students.