ONLINE LEARNING CAMPUS COURSE PREPARATION CHECKLIST

** Download the latest Course Preparation Checklist from the OLC Faculty Resources each term **

You must thoroughly review the entire course including all reading assignments, videos, labs, tests, reports, etc. You must be familiar with the curriculum in order to competently facilitate the course.

COURSE PREPARATION INFORMATION

☐ Download the Online Learning Campus Term Calendar.
(OLC Faculty Resources -> Term Calendars)

☐ Ensure that your **Moodle Profile** information is up-to-date.
(OLC Faculty Resources -> Tutorials and How To's -> Miscellaneous)

☐ Check the course for mistakes and broken hyperlinks. This means clicking on each item in the course and notifying the Office of Online Education Development of any course content issues by submitting a support ticket (http://ooed.freshdesk.com).

☐ Certain courses participate in college-wide assessment projects. Check the course for an assessment and instructions located in the "Faculty Resources - Keep Hidden!" section of your course. Contact your Department Chair with any questions or concerns.

☐ Certain courses have hidden faculty resources. Check the course for these resources and understand their function in the course.

☐ Check the textbook listed in the Materials section of the Course Syllabus and make sure it is the same as the textbook listed on Akademos (http://gmc.textbookx.com/institutional/index.php).
Note 1: Not all courses have a textbook!
Note 2: Submit a support ticket if you find a course textbook is incorrect.

☐ Be aware that you are required to post a **Welcome Message** in the News and Announcements Forum PRIOR to the start of class though NOT BEFORE WEEK 0. See the Online Learning Campus Term Calendar for the correct date to post! Be sure to download the latest Welcome Message Template from the OLC Faculty Resources each term!
Note: Students will receive your posts to the News and Announcements Forum via email.
(OLC Faculty Resources -> Pre-term Checklist and Course Prep Items)

☐ Be aware that you are required to **send a Moodle Message (or an email)** to all newly registered students welcoming them to class AFTER Week 1 officially begins. Include within the text of the message a list of student expectations for the course.
(OLC Faculty Resources -> Tutorials and How To's -> Miscellaneous)

☐ Review the "**Faculty Resources - Keep Hidden!**" section for any additional course documents such as how to set up the "**Critical Thinking Exercises**" or how to add a Turnitin rubric to its appropriate assignment (after a student has uploaded his/her assignment).

☐ Ensure that you have not altered any course design or content within the class. You may enhance the course by adding any of the following items:
- Non-graded activity – Contact your Department Chair about adding these to the course!
- Additional resources such as hyperlinks or videos that are ADA compliant (test on http://wave.webaim.org)
Note: Do not tie the above items to the students' grades or measured learning objectives.

COURSE PREPARATION ITEMS
- ***The following tasks must be completed by Friday at 11:55pm EST prior to Week 0***
- ***Tutorials and videos for the below items may be found here:***
  (OLC Faculty Resources -> Tutorials and How To's -> Course Preparation)

1. ☐ *Week 1 - Attendance Requirement and Week 1/Week 2 sections.* Watch the video which will walk you through how to set up the Week 1 - Attendance Requirement section and how to set up the Week 1/Week 2 sections.

2. ☐ *Week 3 - 7 sections.* Watch the video which will walk you through how to set up the Week 3-Week 7 sections.

3. ☐ *Week 8 Deadline Information section and Week 8 section.* Watch the video which will walk you through how to set up the Week 8 Deadline Information section and how to set up the Week 8 section.

4. ☐ Set up the Week 1 Attendance - KEEP HIDDEN module.

5. ☐ Subscribe to the Question and Answer Forum.

6. ☐ Reply to Introductions Discussion Forum with your own introduction post.

7. ☐ Edit every discussion forum and make it appear as if you are the creator of each Discussion Forum topic.

8. ☐ Check to see if your course has a Turnitin Assignment. If so, please reset the Turnitin Assignment in the course.

9. ☐ Change the individual activity open and close dates/times for **all graded activities** excluding Discussion Forums and Critical Thinking Exercises.
   Note: *TurnItin Assignments and external website activities will need to have dates/times manually added to the Moodle Calendar.*

10. ☐ Add the First Post in Discussion Forum Due event to the Moodle Calendar.
    Note: *If your course has a Critical Thinking Exercise each week, please add the "Created New Discussion Topic in Critical Thinking Exercise" events to the Moodle Calendar.*

11. ☐ Course Syllabus -> *Introduction* – List your faculty contact information.
    Note: *Live chat is optional.*

12. ☐ Course Syllabus -> *Course Schedule -> Activities and Assignments column* – List your graded activity due dates and times.
    Note 1: *Week 8 ENDS on Friday in the Online Learning Campus.*
    Note 2: *Week 8 ENDS on Sunday in the Milledgeville Online Learning Campus.*

Before the start of the term (but not necessarily before the students are given access) you will need to make sure you have access to the external assessment sites that are used in your course (MyMathLab, Connect, MyFrenchLabs, etc.). In most cases you will be contacted by a department coordinator/member that will create the course for you and will make sure you can access it, however, it is your responsibility to make sure that the individual assignments are set up correctly (time limits, number of attempts, etc.).

By typing your name below, you verify that you have reviewed the most current documents and tutorials in the OLC Faculty Resources page and that your course has been set up according to the guidelines outlined in these materials.					
Course Term, Course #, and Section #		**Faculty Signature**		**Date**	