Checklist for professors to use when designing an online course:

1: Do you have my Chair's approval to submit this proposal?

2: Submit proposal on time.

3: Choose the tools will you use in addition to the "fundamental tools". (*2-3 max if this is your first online course*!)

       3a: watch instructional videos and read FIU Online information about your instructional tools.

       3b. carefully consider what are the most appropriate media for you to establish a learning environment for your students.

4: Establish a working relationship with your instructional designer – do not send them things to do at the last minute.

       4a: As you are preparing your material to be taught online, ask designers for their help if you need ideas or want to do something but don't know if it's possible in an online environment. It's their job to HELP you, but you must ask questions.

5: Make sure your materials are easy to find, when you are designing your course look at it from the student view and see if it makes sense.

6: Once your course is ready for teaching:

       6a: be there at designated time/s per day and let your students know when you'll be there.

       6b: make sure your students know the best way to get in contact with you should they have a question. And tell them what a realistic response-time is (not 30 seconds after they send you an email, 24 hours is reasonable).

       6c. be active in your course, make your presence known with discussions, questions, share your research with your students! Check in from the field or a conference! Students like to see their professor "on the move" and active in their subject area, it's exciting!

       6d. have fun with your course, explore what it's like to teach in a virtual space! And if you have questions contact FIU Online, Jennifer Gebelein or Valerie Johnson for help!