

## NORTHEASTERN UNIVERSITY ONLINE COURSE READINESS CHECKLIST

SECTION	Action	Best Practices Rationale
<b>ASSIGNMENTS &amp; ASSESSMENTS</b>		
	Post written assignments/quizzes for first two weeks in appropriate weekly 'Assignments' folders.	Using e-assignments allows you to easily collect & maintain an archive of all student work. Students can view feedback online.
<b>COURSE BASICS</b>		
Announcement	Post introductory announcement: >Welcoming students >Explaining basic work routine	Use this announcement to welcome the students and provide a course overview
Course Outcomes	Post course outcomes in your syllabus or as an announcement	Course outcomes provide students with the big-picture goals and objectives of course
Faculty Profile	Post a faculty profile that includes: 1) email 2) preferred method for contact 3) response time to inquiries	Students should know how and when to contact you and when they can expect a response to questions/inquiries.
Introductory Activity for Students	Post an activity for students to introduce themselves in discussion or Voice Board	This is a great way for students to get to meet each other in an online class.
Syllabus	Post an up-to-date syllabus in PDF format	Most, but not all, students have MS Word. Posting in PDF ensures that all students can download syllabus.
<b>COURSE ORGANIZATION</b>		
	Review course and remove: >Duplicate items (folders, forums, files) >Template prompts (in red font)	A well-organized course makes it easy for students to navigate, find items and lectures, participate in discussions, and submit assignments.
<b>DISCUSSION BOARD</b>		
	Post: >Your intro in 'Introduce Yourself' forum >Questions for Weeks 1 & 2	Your intro will provide a model for students, many of whom may not have participated in an online forum before.
<b>INSTRUCTIONAL MATERIALS</b>		
	Post content for first two weeks: >Label weekly folders (e.g. Week 1: Intro) Keep content in following order: >Learning Objectives >Readings, Viewings, Listeners >Lecture Material >Discussion Board (prompt) >Assignments >What's Next Post textbook info with ISBN Test and Update all external web links	This is a self-paced course and students expect the flexibility to be able to work on the following week's material if their schedule demands.  Order of weekly folders/items is important to provide consistency across courses.  ISBN ensures students get proper edition External links can change without notice.