

### Online Teaching Checklist

Pre-Session	<input type="checkbox"/>	Course is fully developed according to Online Standards.
	<input type="checkbox"/>	All links are working.
	<input type="checkbox"/>	Dates have been changed to reflect upcoming term.
	<input type="checkbox"/>	Faculty intro video, announcements, and office hours have been updated.
	<input type="checkbox"/>	Course materials meet accessibility standards.
	<input type="checkbox"/>	Office of Online Learning has reviewed and approved course.
	<input type="checkbox"/>	Syllabus submitted to syllabus@okbu.edu.
	<input type="checkbox"/>	Course is published.
	<input type="checkbox"/>	Rosters is verified.
	<input type="checkbox"/>	Pre-term message and/or announcement posted.
Week 1	<input type="checkbox"/>	Weekly announcement posted.
	<input type="checkbox"/>	Attendance noted in Roll Call Attendance tool.
	<input type="checkbox"/>	Dropout Detective checked to monitor student success.
	<input type="checkbox"/>	Interacted with students via discussion boards if assigned.
	<input type="checkbox"/>	Responded to emails in appropriate timeframe.
Week 2	<input type="checkbox"/>	Weekly announcement posted.
	<input type="checkbox"/>	Attendance noted in Roll Call Attendance tool.
	<input type="checkbox"/>	Dropout Detective checked to monitor student success.
	<input type="checkbox"/>	Interacted with students via discussion boards if assigned.
	<input type="checkbox"/>	Responded to emails in appropriate timeframe.
	<input type="checkbox"/>	Graded prior work within 14 days of due date.
Week 3	<input type="checkbox"/>	Weekly announcement posted.
	<input type="checkbox"/>	Attendance noted in Roll Call Attendance tool.
	<input type="checkbox"/>	Dropout Detective checked to monitor student success.
	<input type="checkbox"/>	Interacted with students via discussion boards if assigned.
	<input type="checkbox"/>	Responded to emails in appropriate timeframe.
	<input type="checkbox"/>	Graded prior work within 14 days of due date.
Week 4	<input type="checkbox"/>	Weekly announcement posted.
	<input type="checkbox"/>	Attendance noted in Roll Call Attendance tool.
	<input type="checkbox"/>	Dropout Detective checked to monitor student success.
	<input type="checkbox"/>	Interacted with students via discussion boards if assigned.
	<input type="checkbox"/>	Responded to emails in appropriate timeframe.
	<input type="checkbox"/>	Graded prior work within 14 days of due date.
Week 5	<input type="checkbox"/>	Weekly announcement posted.
	<input type="checkbox"/>	Attendance noted in Roll Call Attendance tool.
	<input type="checkbox"/>	Dropout Detective checked to monitor student success.
	<input type="checkbox"/>	Interacted with students via discussion boards if assigned.
	<input type="checkbox"/>	Responded to emails in appropriate timeframe.
	<input type="checkbox"/>	Graded prior work within 14 days of due date.
Week 6	<input type="checkbox"/>	Weekly announcement posted.
	<input type="checkbox"/>	Attendance noted in Roll Call Attendance tool.
	<input type="checkbox"/>	Dropout Detective checked to monitor student success.
	<input type="checkbox"/>	Interacted with students via discussion boards if assigned.
	<input type="checkbox"/>	Responded to emails in appropriate timeframe.
	<input type="checkbox"/>	Graded prior work within 14 days of due date.
Week 7	<input type="checkbox"/>	Weekly announcement posted.
	<input type="checkbox"/>	Attendance noted in Roll Call Attendance tool.
	<input type="checkbox"/>	Dropout Detective checked to monitor student success.
	<input type="checkbox"/>	Interacted with students via discussion boards if assigned.
	<input type="checkbox"/>	Responded to emails in appropriate timeframe.
	<input type="checkbox"/>	Graded prior work within 14 days of due date.
Week 8	<input type="checkbox"/>	Weekly announcement posted.
	<input type="checkbox"/>	Attendance noted in Roll Call Attendance tool.
	<input type="checkbox"/>	Dropout Detective checked to monitor student success.

	<input type="checkbox"/>	Interacted with students via discussion boards if assigned.
	<input type="checkbox"/>	Responded to emails in appropriate timeframe.
	<input type="checkbox"/>	Graded prior work within 14 days of due date.
Week 9	<input type="checkbox"/>	Weekly announcement posted.
	<input type="checkbox"/>	Attendance noted in Roll Call Attendance tool.
	<input type="checkbox"/>	Dropout Detective checked to monitor student success.
	<input type="checkbox"/>	Interacted with students via discussion boards if assigned.
	<input type="checkbox"/>	Responded to emails in appropriate timeframe.
	<input type="checkbox"/>	Graded prior work within 14 days of due date.
Week 10	<input type="checkbox"/>	Weekly announcement posted.
	<input type="checkbox"/>	Attendance noted in Roll Call Attendance tool.
	<input type="checkbox"/>	Dropout Detective checked to monitor student success.
	<input type="checkbox"/>	Interacted with students via discussion boards if assigned.
	<input type="checkbox"/>	Responded to emails in appropriate timeframe.
	<input type="checkbox"/>	Graded prior work within 14 days of due date.
Week 11	<input type="checkbox"/>	Weekly announcement posted.
	<input type="checkbox"/>	Attendance noted in Roll Call Attendance tool.
	<input type="checkbox"/>	Dropout Detective checked to monitor student success.
	<input type="checkbox"/>	Interacted with students via discussion boards if assigned.
	<input type="checkbox"/>	Responded to emails in appropriate timeframe.
	<input type="checkbox"/>	Graded prior work within 14 days of due date.
Week 12	<input type="checkbox"/>	Weekly announcement posted.
	<input type="checkbox"/>	Attendance noted in Roll Call Attendance tool.
	<input type="checkbox"/>	Dropout Detective checked to monitor student success.
	<input type="checkbox"/>	Interacted with students via discussion boards if assigned.
	<input type="checkbox"/>	Responded to emails in appropriate timeframe.
	<input type="checkbox"/>	Graded prior work within 14 days of due date.
Week 13	<input type="checkbox"/>	Weekly announcement posted.
	<input type="checkbox"/>	Attendance noted in Roll Call Attendance tool.
	<input type="checkbox"/>	Dropout Detective checked to monitor student success.
	<input type="checkbox"/>	Interacted with students via discussion boards if assigned.
	<input type="checkbox"/>	Responded to emails in appropriate timeframe.
	<input type="checkbox"/>	Graded prior work within 14 days of due date.
Week 14	<input type="checkbox"/>	Weekly announcement posted.
	<input type="checkbox"/>	Attendance noted in Roll Call Attendance tool.
	<input type="checkbox"/>	Dropout Detective checked to monitor student success.
	<input type="checkbox"/>	Interacted with students via discussion boards if assigned.
	<input type="checkbox"/>	Responded to emails in appropriate timeframe.
	<input type="checkbox"/>	Graded prior work within 14 days of due date.
Week 15	<input type="checkbox"/>	Weekly announcement posted.
	<input type="checkbox"/>	Attendance noted in Roll Call Attendance tool.
	<input type="checkbox"/>	Dropout Detective checked to monitor student success.
	<input type="checkbox"/>	Interacted with students via discussion boards if assigned.
	<input type="checkbox"/>	Responded to emails in appropriate timeframe.
	<input type="checkbox"/>	Graded prior work within 14 days of due date.
Week 16	<input type="checkbox"/>	Weekly announcement posted.
	<input type="checkbox"/>	Attendance noted in Roll Call Attendance tool.
	<input type="checkbox"/>	Dropout Detective checked to monitor student success.
	<input type="checkbox"/>	Interacted with students via discussion boards if assigned.
	<input type="checkbox"/>	Responded to emails in appropriate timeframe.
	<input type="checkbox"/>	Graded prior work within 14 days of due date.
Post-Session	<input type="checkbox"/>	Grades submitted with 4 days of term end.
	<input type="checkbox"/>	Closing announcement posted to Canvas.
	<input type="checkbox"/>	Course notes sent to Office of Online Learning.