## **Online Teaching Checklist**

	_	_	Offilite Teaching Checklist
Pre-Session	Ц	<u>_</u>	Course is fully developed according to Online Standards.
	Щ		All links are working.
			Dates have been changed to reflect upcoming term.
			Faculty intro video, announcements, and office hours have been updated.
	Ц		Course materials meet accessibility standards.
			Office of Online Learning has reviewed and approved course.
			Syllabus submitted to syllabus@okbu.edu.
			Course is published.
			Rosters is verified.
			Pre-term message and/or announcement posted.
Week 1			Weekly announcement posted.
			Attendance noted in Roll Call Attendance tool.
			Dropout Detective checked to monitor student success.
			Interacted with students via discussion boards if assigned.
			Responded to emails in appropriate timeframe.
Week 2			Weekly announcement posted.
	Г		Attendance noted in Roll Call Attendance tool.
	Ī	T	Dropout Detective checked to monitor student success.
	Ī	T	Interacted with students via discussion boards if assigned.
	Ī	T	Responded to emails in appropriate timeframe.
	Ī	T	Graded prior work within 14 days of due date.
Week 3	T		Weekly announcement posted.
	Ħ	Ħ	Attendance noted in Roll Call Attendance tool.
	Ħ	Ħ	Dropout Detective checked to monitor student success.
	Ħ	寸	Interacted with students via discussion boards if assigned.
	Ħ	┪	Responded to emails in appropriate timeframe.
	Ħ	寸	Graded prior work within 14 days of due date.
Week 4	Ħ	Ħ	Weekly announcement posted.
	Ħ	╡	Attendance noted in Roll Call Attendance tool.
	H	╅	Dropout Detective checked to monitor student success.
	H	╡	Interacted with students via discussion boards if assigned.
	H	┽	Responded to emails in appropriate timeframe.
	H	╅	Graded prior work within 14 days of due date.
Week 5	Ħ	╅	Weekly announcement posted.
WEEK 3	┢	╡	Attendance noted in Roll Call Attendance tool.
	H	┽	Dropout Detective checked to monitor student success.
	╬	+	Interacted with students via discussion boards if assigned.
	╁	┽	Responded to emails in appropriate timeframe.
	H	+	Graded prior work within 14 days of due date.
Mook 6	H	+	
Week 6	누	┽	Weekly announcement posted.  Attendance noted in Roll Call Attendance tool.
	H	┿	
	H	+	Dropout Detective checked to monitor student success.
	뉴	+	Interacted with students via discussion boards if assigned.
	뉴	4	Responded to emails in appropriate timeframe.
	H	+	Graded prior work within 14 days of due date.
Week 7	Ļ	4	Weekly announcement posted.
	Ц	4	Attendance noted in Roll Call Attendance tool.
	Ц	_	Dropout Detective checked to monitor student success.
	Щ		Interacted with students via discussion boards if assigned.
	Ц	_	Responded to emails in appropriate timeframe.
	Ц		Graded prior work within 14 days of due date.
Week 8		_]_	Weekly announcement posted.
			Attendance noted in Roll Call Attendance tool.
	oxdot		Dropout Detective checked to monitor student success.

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