Teaching Online (Timeline)

Pre-Session (2-12 weeks prior to term start)
- Ensure all course materials are developed according to the Online Course Standards.
    - Content must be equivalent to face-to-face classes, though this should be accomplished through a variety of methods.
    - Modules are to be used for organization of material.
    - Weekly tasks are needed for attendance purposes.
    - There should be opportunities to develop community within the course (e.g., discussion boards, group projects, asynchronous presentations, optional synchronous sessions, or planned email communication)
    - Quizzes and Exams must be open for a minimum of 24 hours.
    - Some form of video content is to be included in 75% of units, weeks, or modules, depending on the course structure. Videos can be any length and can be internally or externally sourced. This is part of the design and not the weekly announcements.
    - All files are available in formats the university supports.
- Verify links work correctly.
- Update dates to reflect upcoming term.
- Update faculty intro video, announcements, and office hours if needed.
- Verify that course materials meet accessibility standards.

Pre-Session (1-2 weeks prior to term start)
- Email the Office of Online Learning/Center for Teaching Excellence (cte@okbu.edu) when the course is ready for review. Please provide the course name, term, section, and CRN.
- Submit syllabus to syllabus@okbu.edu.
- Publish course after approval of course has been received.
- Confirm rosters match in Canvas and Banner. Email helpdesk@okbu.edu if rosters are incorrect.
- Message students or post a pre-term announcement in Canvas welcoming them to the course.

Weeks 1-16
- Post weekly announcements.
- Respond to emails within 24 hours during weekdays and 48 hours during weekends. (Answers/resolutions to emails may not be able to be achieved in this window, but an acknowledgement of the email is needed)
- Grade assignments within 7 days for courses which are 10 weeks or less and 14 days if courses are longer than 10 weeks.
- Provide appropriate and substantive feedback to students as part of the grading process. Inline and summative comments should be used for papers >500 words. Rubrics should be utilized for all major learning activities.

- Posting attendance in Week 1 is required and is strongly encouraged in subsequent weeks.
- Identify and reach out to any struggling student. When appropriate, post notes and an alert to Dropout Detective.
- Interact with students in discussion boards if they are utilized.

Post-Session
- Submit grades via Banner within 4 days of the end of term.
- Post closing announcement in Canvas once grades have been submitted.
- Send notes regarding any issues or areas which need addressed to the Office of Online Learning.