

For eLearning Curriculum Courses

Checklist for Teaching eLearning Courses		Tutorials and Resources
Pre-semester Planning		
6-2 weeks before semester begins	<p>Course shells:</p> <ul style="list-style-type: none"> Effective Spring 2007 all courses including TR w/online component will have a Blackboard shell automatically created You must be listed as the instructor of record to access the course shell; check with your discipline or program chair to confirm your teaching assignments (section numbers) Masters are not required, but they are available upon request. Their uses are explained here. 	<p>Click here for a screenshot of the required COD parameters for TR classes.</p> <p>Click here for CAW if you wish to request a Blackboard or Moodle master</p>
	<p>If using a publisher cartridge, contact program or discipline chair and/or instructional developer (ex. 6111) early regarding the course cartridge terms of use regarding copying.</p>	<p>Click here for more information about publisher cartridges</p>
	<p>Read new semester timeline for important LMS (Blackboard / Moodle) dates.</p>	<p>Click here for LMS timeline Activities</p>
	<p>After shell creation, coordinate with your program chair if you want to combine multiple course sections. Requests are made in CAW (Course Administrative WebTools area).</p>	<p>Click here for CAW</p>
	<p>If you are using the Moodle LMS you must (<i>Moodlize</i>) request a Moodle shell in CAW.</p>	<p>Click here for CAW</p> <p>Click here for Moodle tutorial</p>
6-4 weeks before semester begins	<p>COPY YOUR COURSE(S), as soon as shells become available (typically 4-weeks before the semester begins). <i>NOTE: if you are combining sections, combine first, then copy into the combined shell.</i></p>	<p>Click here for Bb tutorial</p> <p>Click here for Moodle</p>

Preparing Course(s) in New Shell(s)		
2-1 week(s) before semester begins	<p>Once you have copied the course content from the Master or previous semester shell into this new course, you need to update it:</p> <ol style="list-style-type: none"> FOR SAFEASSIGN, SYNCHRONIZE THE BLACKBOARD SHELL If you will be using SafeAssign, the plagiarism prevention tool, you must synchronize your new Blackboard shell. Revise dates. For example:: <ul style="list-style-type: none"> assignment availability grade book due dates announcements <p>Check LMS timeline for outage dates and plan deadlines accordingly.</p> <ol style="list-style-type: none"> Update initial announcement to students if using Blackboard. If using Moodle, create welcome letter and post to News Forum after students are enrolled Check course links to ensure they are working Update course information and content 	<p>Click here for SafeAssign Synchronize Handout</p> <p>Click here for Bb tutorial Click here for Moodle</p> <p>Click here for LMS Timeline</p>
7-1 days before semester begins	<p>If desired, contact students with first day instructions before class start date. <i>Please remind them that they will not see the courses in the LMS until the official start date.</i> See student email list on CAW site.</p>	<p>Click here for email lists</p>
	<p>Communicate schedule of on-campus student LMS orientations and/or direct students to the new online Student Orientation.</p>	<p>Click here for schedule of on-campus orientations Click here for online student orientation</p>
First Day of Class		
First Day of Class	<p>Students will be enrolled in Bb or Moodle courses on the official course start date as indicated on course COD.</p>	<p>Your official course roster is available in WebEmployee. Click here for a tutorial on how to download your roster into an Excel spreadsheet.</p>
	<p>Make sure you post a welcome announcement and contact your students on the first day of class.</p>	<p>Click here for how to create an announcement in Bb. Click here for Moodle</p>
	<p>Course Shell Availability</p> <ol style="list-style-type: none"> For courses other than fully online, hybrid, or teleweb, you are responsible for making the shells available to your students. Courses coded IN, HY, or TW (Internet, hybrid, or teleweb) will automatically be made available on the course start date. If you Moodleize your course, a link to http://moodle.cpcc.edu will be posted in your unused Bb 	<p>Click here for Bb tutorial on how to make courses available</p> <p>Click here for Moodle tutorial on how to make courses available</p>

	shell redirecting your students to the Moodle site. Make sure the Bb course is "available" so students can see the announcement.	
During Semester		
When available	Complete 10% rosters in WebEmployee. Print Course Statistics in Blackboard. For Moodle, use 10% Reporting link in CAW to print report. Enter WN grades for students who have not attended by the 10% census date.	Click here for how to complete 10% report Click here for Bb statistics tutorial Click here for Moodle statistics documentation.
	Ask students to complete online student opinion survey when it is made available.	Click here for SOS web link
	Complete mid-term reviews and Financial Aid, Veterans Affairs attendance reporting.	Contact FA/VA specialist: sandee.patton@cpcc.edu
Semester Wrap-up		
24 hours after last class	Archive or backup your current course.	Click here for Bb tutorial Click here for Moodle
	Download current course Gradebook, as backup.	Click here for Bb tutorial Click here for Moodle
	Enter final grades into online grading system through WebEmployee.	Click here for instructions
Contact Information		
Contact	Contact an Instructional Developer at idev@cpcc.edu or 704.330.6111 if you have questions.	