

Checklist for Distance Courses

Purpose

We know your heads are spinning because ours in CATL are, too! Hopefully, this checklist will give you a chance to collect your thoughts. Your classes do not have to be perfect distance courses; they have to get through this rapid transition to alternate delivery. The purpose of this checklist is to help focus your energy and ensure that you are as prepared as you can be to re-launch your courses in a distance format.

Task

The checklist is designed to help you review your new syllabus or Canvas site.

Criteria for success

You should be able to find the items below in your syllabus or Canvas site and answer “yes” to the items that apply to your course.

Communication

Instructor should be able to find these items in the Canvas site or in the syllabus

Item	Yes	No
Course communicates preferred method for students to contact instructor.		
Course communicates whether class will meet at the same time or be asynchronous.		
If relevant, course communicates how class will meet (e.g., Blackboard Collaborate, Canvas Discussions, text messaging).		
Course communicates response rate students can expect from instructor (e.g., within 24 hours).		

Key Assignments

Instructor should be able to find these items in the Canvas site or in the syllabus

Item	Yes	No
Course describes how upcoming assignments have changed as a result of moving online. If there are no changes, this is relayed, too.		
Course clearly delineates what tasks students should complete in the next two weeks.		
Course tells students where to submit their work. (Canvas, email, etc.).		
Course tells students the proper format for submitting their work (e.g., Word document, PDF).		

Course Materials

Instructor should be able to find these items in the Canvas site or in the syllabus

Item	Yes	No
Course relays to students what materials they will need (books, articles, lab equipment).		
Course tells students how to access learning materials.		
Course describes how learning materials have changed since moving online. If there are no changes, the course states that there are no changes.		
Instructor used " accessibility checker " in Canvas on all pages.		

Technology Requirements

Instructor should be able to find these items in the Canvas site or in the syllabus

Item	Yes	No
Course tells students how technology requirements have changed as a result of moving online.		
Course tells students how to access the technology it requires. May wish to make the "learning remotely" page available to learners so they can access campus-supported technologies: https://www.uwgb.edu/coronavirus/learning-remotely/		

Getting students ready to learn online

Instructor should be able to find these items in the Canvas site or in the syllabus

Item	Yes	No
Course has added "up and running with online learning" module to Canvas site.		
Course solicits student feedback on how move online will disrupt their learning.		
Course provides guidance on how to be successful in the new distance format.		