

Online Quality Assurance Teaching Checklist

Before Class Begins

Welcome Letter (About one week before class begins)

What is it? An email sent to students before the class begins.

Why is it recommended? To welcome your students, remind them that it is an online course, provide them relevant information about their required course materials, technology they will need, information about Canvas training, and any other pertinent information they will benefit from learning before the first day of class. It is also a great way to begin to build a relationship with the student and community for the class.

How do I do it? Your student emails are available in your course list and you can email them directly to their NMSU email accounts. You can also email them through Canvas email by opening your course early.

Open your course early (About one week before class begins)

What is it? You can publish your course and open early with only specific items available to view. These may include your Start Here items, instructor information, syllabus, schedule, and a course orientation video.

Why is it recommended? Students will have the opportunity to orient themselves to your course before the first day when they can become overwhelmed with information. They will have time to gather materials and become comfortable with your course layout and expectations.

How do I do it? Publish your course on the home page for your registered students to have access to the course. Unpublish (hide) modules that do not contain Getting Started information in the modules page.

The First Week

Welcome Announcement (Day one)

What is it? An announcement through the Announcement tool in Canvas welcoming your students.

Why is it recommended? Establish your presence on the first day of the semester and remind students the course has officially begun.

How do I do it? Create your first announcement in the Announcement tool in Canvas. Provide instruction on what should be done the first week and encourage them to reply with questions.

Email students who have not logged in (Day three)

What is it? Directly email any student who has not logged in to the class by this time.

Why is it recommended? Students may need assistance in knowing how to log in to your course, a reminder that the course has begun, or as encouragement to get started if they have put it off.

How do I do it? Use Canvas email as well as the student's NMSU email to make contact.

During the Course

Due Date Reminder Announcements

What is it? Announcements sent through the Announcement tool in Canvas reminding them of upcoming due dates.

Why is it recommended? Provide reminders to your students the same as you would do in a face-to-face course.

How do I do it? Post announcements with the assignment in the subject line and a due date reminder. It may be helpful to announce or remind them of the amount of time it may require to complete and any other relevant information that they would benefit from being mentioned again.

Office Hours Announcement

What is it? Announcements sent through the Announcement tool in Canvas reminding them of your office hours.

Why is it recommended? Remind students you are available to them individually to answer questions or provide guidance. If you hold virtual office hours, provide instruction on how students can access them. Consider requesting individual meetings with students 1-2 times during the semester to provide opportunities for students to interact with you.

How do I do it? Post announcements periodically through the Announcement tool in Canvas with a reminder of your office hours, virtual office hours, and any instructions that may be helpful.

Quality and Timely Feedback

What is it? Feedback on learning activities, assessments, or summary announcements for big ideas.

Why is it recommended? To provide student-instructor interaction on feedback on their work, comments to improve, and guidance for upcoming assignments.

How do I do it? Provide feedback utilizing tools in Canvas such as Speed Grader or Media Comment. You can also download submissions and provide comments in their document or create screencast feedback. However you provide your feedback, be sure to let students know how to access the feedback for each assignment.

Final Week

Provide Class Closure

What is it? A final announcement to wrap up the course with summary thoughts and last-minute details.

Why is it recommended? To provide students with a sense of closure and to provide assurance of final items to complete.

How do I do it? Create a screencast, audio file, or text to post in Announcements or send through Canvas email.