

# Preparing & Managing Your Online Course

## As Soon as Possible

- ◇ Review Best Practices and Expectations
- ◇ Update or build the following in your course shell:
  - ◇ Syllabus
  - ◇ Course Settings
  - ◇ Notifications
  - ◇ Calendar
  - ◇ Dropboxes
  - ◇ Assignment Pages
- ◇ Send a brief announcement to your students letting them know content has been placed in the course
- ◇ Ensure areas of the course you want students to access are published

## Daily

- ◇ Monitor class discussions
- ◇ Monitor and respond to email

## Weekly

- ◇ Post Weekly Announcement
- ◇ Grade Assignments
- ◇ Hold Office Hours