INSTITUTE FOR PROFESSIONAL EXCELLENCE

CareerPLUS+

BAS Instructor Checklist

Before the Course Begins

- **Review the** BAS Instructor Resources **webpage.**
- **Complete the** Adjunct Orientation **in Moodle, if applicable. (New Adjuncts Only)**
- **Review the "Instructor Resources"** section at the bottom of your course in Moodle
- **Review course content/quizzes/discussions/assessments/rubrics.** If you notice any broken links or outdated content, please make the update in the course shell in Moodle AND notify careerplus@clarke.edu so that the master course shell can also be updated.
- Review the Technology Guide to familiarize yourself with Moodle (if needed).
- **Determine your office hours.**
- **Update syllabus** with session-specific information (i.e. instructor contact information, due dates, office hours, etc.) and upload to Moodle under "Getting Started" in the "Syllabus Template" section. Rename the "Syllabus Template" to "Syllabus." Refer to the BAS Academic Calendar for add/drop deadlines, first/last day of class, etc.
- **Upload a professional headshot, brief bio, and contact information** in your Moodle course in the "Meet Your Instructor" section under "Getting Started"
- **Record a welcome/course overview video** for the course and post it in the "Unit 1: Discussion - Introduce Yourself" section in the course in Moodle. Please introduce yourself and provide an overview of what learners can expect to learn in the course and how content is relevant to the workplace.
- **NOTE: You will not get automatic notifications when someone posts in your course.** Make sure you "subscribe" to each of the discussion forums in your course (especially the "Announcements" and "Discussion – Course Questions" forums) if you want to be notified when someone posts. See instructions in the Technology Guide for details on how to update your notification settings in Moodle.
- **Unhide (Edit Settings > Show) the course in Moodle** when you have finished with the tasks outlined above.

During the Course (Ongoing)

- **Post an announcement or video to your class at least once a week in the "Announcements" forum at the top of your course in Moodle.** Tell students what you will be covering in the coming week, remind them of any due dates, synthesize content that's been discussed in the past week, etc.
- **Check your Clarke email frequently.** This reminder is directed more to our instructors who are "new" to Clarke and who's primary employment is outside of Clarke: Ensure that you check your Clarke email account at least once every 1-2 days while teaching your course. Messages that participants send to you via Moodle will go to your Clarke email account (NOT to Moodle). To log in to your Clarke email, you can follow these instructions. You can add your Clarke email to your phone or forward your Clarke email to your personal email.

- **Establish a regular schedule for when you will be logging in to the course** and communicate this to students. Normally this is **once per day**. Many of the students in your course are adult learners who have work and family responsibilities. These students tend to be more active in courses on weekends, so you may also wish to reserve time in your schedule to monitor courses at least once on weekends. Make sure that you also frequently check the "**Discussion – Course Questions**" forum in your course in Moodle.
- **Provide feedback to student inquiries within one business day**. In other words, be accessible. Because online learners must manage their time carefully, timely instructor feedback is especially important to them. Without it, they may not be able to make progress on their course work. If you cannot provide a detailed response within one business day, it is good practice to respond to the student within one business day to let them know when you will provide them a more detailed response.
- **Review/grade assignments**. Communicate to your students in advance when you will grade and return all assignments and exams. Online students need to self-regulate their time and learning and will need to adapt as needed. If you do not tell them this information, students will likely ask you to provide it. How long it will take to grade assignments and send meaningful feedback to students depends, of course, on the nature of the assignment. However, students may not be able to proceed in your course until they get your feedback on how they are doing. Please strive to get graded assignments, complete with meaningful feedback, to your students as promptly as possible. As a general rule of thumb, it seems reasonable to expect that student will receive their grades, including feedback, **within one week of submitting an assignment**. Update the gradebook in Moodle regularly.
- **Connect students with the appropriate resources.** If a student does self-identify as needing assistance, help them find it. Please refer them to their success coach (academic advisor) or the appropriate resource on campus (i.e. the MARC, writing center, counseling services, IT Help Desk, etc.).
- **If you notice any revisions that need to be made** within the course content in Moodle, notify careerplus@clarke.edu so that the Master course shell can be updated in Moodle.

Week 1
- Send welcome message to students through Moodle prior to or at start of course.
- Be aware of add/dop deadline
- Complete census certification (roster verification) by Friday of the first week of classes. Instructions will be sent to you from the Registrar's Office.
- Send reminders (as needed) to students about completing the "Discussion – Introduce Yourself" post in Unit 1 so that you can complete Census Certification.
- Add dates to complete the IDEA survey (course evaluation survey) in the Moodle course shell. All faculty and adjuncts receive the survey administration dates from the Academic Affairs office; however, if you are unable to locate that email, please email careerplus@clarke.edu. NOTE: There must be at least 3 students enrolled in the course for the survey to open. PLEASE HIDE THE IDEA SURVEY SECTION OF THIS COURSE IN UNT 7 IF THERE ARE NOT AT LEAST 3 STUDENTS ENROLLED IN THE COURSE.

Week 2

- Post Unit 2 announcement/video

Week 3

- Post Unit 3 announcement/video

Week 4

- Post Unit 4 announcement/video
- Be aware of [course withdrawal deadline](#)

Week 5

- Post Unit 5 announcement/video

Week 6

- Post Unit 6 announcement/video

Week 7

- Post Unit 7 announcement/video
- Remind students about completing the IDEA survey | [Email Template](#)

Week 8 (if applicable)

- Offer wrap-up activity and/or offer extended deadline to complete Unit 7

After the Course

- **Post final grades** in accordance with Clarke University policy. The deadline to submit final grades is always the **Tuesday after the session ends**. Instructors will receive an email from the Registrar's Office with further information.
- Review responses from IDEA Survey (end of course survey)
- **Provide feedback** to the Director of the Institute for Professional Excellence regarding your experience teaching the course and/or comments related to course content
- **Contribute to the continual update and improvement of the course content.** When teaching face-to-face, it is expected that an instructor is keeping the content of the course current and is routinely "tweaking" the course based on feedback from students, peers, and administrators. Teaching an online course is no different! Because your course is online, however, as you update your course content, learning activities, and assessments, you'll need to also pay attention to spelling and grammar, as well as copyright, usability, and accessibility best practices to ensure compliance with legal

requirements and Clarke University policy. If you notice any revisions that need to be made within the course content in Moodle, notify careerplus@clarke.edu so that the Master course shell can be updated in Moodle.

Special Notes for the Instructor

- If you will be unable to log into the course for several days or more (e.g., during professional travel), give prior notice to your students and to the administrative unit overseeing your course (e.g., your academic department). Providing this information upfront will help to forestall many student inquiries.
- You should also consider finding coverage for your online course if you are going to be out of contact with students for more than a couple of days, especially if they are to be working on assignments while you are gone.
- If you will be away from the course in cases of personal emergency, you are asked to notify students and the Director for Professional Excellence at Clarke University as soon as possible.