

Online Teaching Quick Start Guide

I. Make Key Decisions

A. What schedule do you want to use? (Wednesday – Tuesday recommended)

B. What do you want them to read?

1. Textbooks
2. Reserve Materials
3. Online Materials

C. Will you use commercial videos or audio recordings?

D. What assignments will you require?

1. Class Participation
2. Homework
3. Papers/Essays
4. Short Essays (300 - 1000 words)
5. Longer papers
6. Tests
 - a. What kind?
 - b. How many?
7. Group Projects
8. Presentations

E. How will you determine grades?

1. Points or Percentage
2. Final Grade Scale

F. Will you create your own online content?

1. Lectures
2. Documents
3. Tests

Online Teaching Quick Start Guide

II. Gather Your Materials

A. Syllabus

B. Course Outline

C. Handouts

D. Tests

E. Weblinks

F. Assignments

G. Rubrics