11 STEPS
FOR COLOSSAL SUCCESS IN MOVING TO THE
ONLINE CLASSROOM

1. Send a welcome email with instructions.

2. Post a welcome message in the LMS.

3. Open a forum for students to ask general questions throughout the course.

4. Verify your syllabus includes current books and resources, then post it to the online classroom.

5. Post your contact information and virtual office hours.

6. Select online learning tools, modules, and activities that directly map to course objectives.

7. Include the start and end date for each learning module and each assignment.

8. Doublecheck that LMS links to readings, activities, movies, etc., are active.

9. Develop discussion board topics for learning activities.

10. Design online tests to directly assess course objectives.

11. Review your grade book to ensure all assignments are listed with correct point allocation.

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