**BB Instructor Self-Checklist**

**Before Semester Begins Checklist**

□ Prepare masters using the *Master Review Checklist* as a guide. (Located on Intranet)

□Make sure online content meets ADA compliance expectations. (Videos are cc, Image Descriptions are added, etc…)(New)

□Check the content and links in the online Getting Started Section. (You may need to personalize some of the items. For example, you may want them to submit paperwork in a Drop Box instead of by an email attachment).

□ Before copying the master, make sure Syllabus Categories match Grade Center Categories. (BB has default category settings you may have to change to match) Make sure you are using the correct “external grade” column and remove the other. Make sure each graded content item is connected to the correct category by checking under column organization & student view of gradebook.

□Before copying the master each semester, remove duplicated content from the Content Collection in the Control Panel. For example, if you see 5 syllabi in the content collection section, remove the oldest 4. (Masters need to be as clean as possible so your copy won’t be junkie and corrupted.)

□Before copying the master, delete replicated discussion boards found in the Course Tools section. (After the copy, check crn-course too.)

□Before copying the master, delete unneeded rubrics found in the Course Tools section. (After the copy, check crn-course too.)

□If you are in the Master Review Process, complete the master and paperwork by due dates. The reviewer will save the final copy in the Online Learning Folder on the S:Drive.

□**Prepare** the blank crn-course **in advance of the** *copy-master process* by enabling rubrics and removing menu items that will also import from your master to reduce repetition. When the blank crn-course is prepared, go to the master and copy.

□Once copied, also check the crn-course for repetitive material you do not need. Always review your classes from student view to see the differences.

□Correct the new crn-course gradebook for the erroneous changes made by the copy process. (Correct the External Grade Column, follow by deleting the incorrect column, check for missing items in gradebook, check that each item is assigned to the correct category, etc…)(Missing items may only need to be deployed.)

□Correct the new crn-course menu for default items that may have been added after the copy process.

□ Make sure tests/quizzes will deploy appropriately in the new crn-course. (For example, people using the online orientation may need to deploy the online orientation quiz, dates may need to be adjusted for tests, etc.)

□Make sure rubrics are enabled in your crn-course by going to Tool Availability. (GVTC should have updated this so that rubrics are on already.)

□Mentors should request enrollment into adjunct crn’s and have crn-courses ready in time for adjuncts to review.

□Save syllabus on s:drive and l:drive.  Make sure the correct syllabus is in each course.

□Save IRP form for instructor/adjunct on s:drive/Online Learning for each online/hybrid BB course offered that has not done this for BB.

**Beginning and Middle of Semester Checklist**

□Turn in proper no-show information.

□No shows should be removed from BB by the POCs after SA removes from banner.  If already removed from banner, instructors can also disable a student in BB by going to the Control Panel Users List. Remember to remove from 3rd party software rosters as well.

□Purged students will be removed from BB after the grace period has passed.

□Instructors who withdraw students for attendance must mark banner and disable in BB.

□Student withdrawals must also be disabled in BB by the instructor. As a backup, after Purge, a script will be run by distance ed, once a week, to disable withdrawals.

□Prepare your masters for the upcoming master reviews and/or for the upcoming semester.  A component of this process is to first put a test in the master and then transfer to the crn-course.  We have a process that can move one test at a time when needed.

□Prior to early registration, check STC’s online course listings at [www.gvtc.org](http://www.gvtc.org/) for errors, additions, or deletions. (Transient Students)

Note: Remember to complete/attend online related training: GVTC website, Webinar Links, L:Drive Training Folder, College Staff Development, and YouTube.

**End of Semester Checklist**

□Archive Course & Save Zip File.  Place on your computer’s **P:Drive & hard drive in a folder**. Instructions found in L:Drive Training.

□Save the BBL gradebook as an excel file. Place on your computer’s **P:Drive & hard drive in a folder.** Instructions found in L:Drive Training.

□Submit one online self-review per Academic Year either 20??12, 20??14,20??16. Save: s:drive/Academic Affairs/Instruct/Online learning.

□Prepare your masters and new crn-courses by following the guidelines outlined in the top section.

Note: This checklist is for your records only. Please communicate any suggestions to enhance the checklist as it applies to BB and online learning. (Last Revised: 5/2/2016)