





**About this Online Course Checklist:** This checklist features the activities a De Anza College faculty member must perform before and during a term teaching online. It also lists the minimum course characteristics a faculty member should verify before the term begins. Follow links to get more details about items in the checklist.

**HOW TO USE THE CHECKLIST:** Print this checklist and rate the status of each item in your course. You may use this scale if you wish:

 = All done/Ready/Excellent
  = Good
  = In progress
  = Don't know

<b>Online Course Checklist: Ready to Teach Online</b>		
How ready?    	<b>Before the term, faculty will...</b>	<b>NOTES</b>
	verify curriculum approval for fully online delivery [ <a href="#">DA Curriculum Committee</a> ]	
	verify course scheduled as a Z online section with appropriate footnote in <a href="#">Banner</a>	
	complete online learning training using Catalyst [ <a href="#">Catalyst training schedule</a> ]	
	request activation for upcoming term (if using Catalyst) [ <a href="#">Catalyst Development Server</a> ]	
	request room for on-campus orientation, reviews, or exam(s) if desired [ <a href="#">OEC Contact Info</a> ]	
	complete orientation and syllabus submission [ <a href="#">OEC DELTA Webpage</a> ]	
	(optional) consult with the OEC regarding informal student evaluation [ <a href="mailto:rancklorrie@fhda.edu">rancklorrie@fhda.edu</a> ]	
	<b>Before the term, the course will...</b>	
	have a majority of content developed and organized (i.e. it's done or almost done)	
	have a syllabus that includes all required elements, including any on-campus meetings, technology requirements, and communication methods and response times [ <a href="#">OEC Best Practices</a> ]	
	have content that complies with copyright/fair use law [ <a href="#">OEC Copyright and Fair Use</a> ]	
	be accessible, having... [ <a href="#">Accessibility (Foothill College)</a> ]	
	accommodation note in syllabus [ <a href="#">OEC recommended syllabus language</a> ]	
	captions for all videos	
	transcripts for all audio files	
	alternate descriptions for all instructional (non-decorative) pictures	
	text presented as text (not as a scanned picture of text)	
	meaningful information not presented solely with color (e.g. use color AND italics or bold)	
	have online content, learning activities, and assessments designed and facilitated to meet the same goals and objectives as a traditional class [ <a href="#">OEC Best Practices</a> ] <i>--see rubrics for ideas</i>	
	encourage students to use strategies and resources to improve student success (e.g. <a href="#">tutoring</a> , <a href="#">DSPS</a> , <a href="#">financial aid</a> , <a href="#">counseling</a> , <a href="#">library</a> )	

	foster an environment that welcomes all of De Anza's diverse student body [ <a href="#">DA Office of Equity</a> ]	
	be designed to promote academic integrity and authenticate student identity [ <a href="#">OEC Best Practices</a> ]	
	have regular, effective contact throughout the course [ <a href="#">DLC Best Practices</a> ]--see rubrics for ideas	
	(optional) be prepared for informal student evaluation [rancklorrie@fhda.edu]	
	<b>During the term, faculty will...</b>	
	Break/1st Week: engage students with orientation info, syllabus, activities	
	1st week: contact non-participating students	
	1st week: distribute add codes and rejections via email	
	2nd week (census date): perform roster clean-up in <a href="#">My Portal</a>	
	2nd week (census date): verify unenrolled/dropped students suspended in <a href="#">Catalyst</a>	
	(optional) Middle of term: notify students of informal or formal student evaluation procedure [rancklorrie@fhda.edu]	
	Throughout term: maintain regular, effective contact with all students [ <a href="#">OEC Best Practices</a> ]--see rubrics for ideas	
	Throughout term: make accommodations for students with disabilities [ <a href="#">Accessibility (Foothill College)</a> ]	
	Throughout term: adhere to FERPA rights of students [ <a href="#">DA FERPA Policy</a> ]	
	Throughout term: verify dropped/withdrawn students suspended in <a href="#">Catalyst</a>	
	<b>If the majority of the course is hosted by a third party (e.g. publisher site), faculty will be responsible to provide...</b>	
	access information for the course	
	record keeping for future course/grade/student data inquiries	
	technical support	
	accessibility and accommodation of disabilities [ <a href="#">Accessibility (Foothill College)</a> ]	
	connection to De Anza resources (e.g. <a href="#">tutoring</a> , <a href="#">DSPS</a> , <a href="#">financial aid</a> , <a href="#">counseling</a> , <a href="#">library</a> )	
	for course reviewers, access and explanation of how course meets requirements	

*Questions or suggestions? Contact David Garrido (garridodavid@fhda.edu, 408-864-8970) in the Online Education Center.*

*Want to join our professional learning community of online faculty? Log into the [live Catalyst server](#) and join the conversation in the Faculty Communications site.*

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