



# Online Instructor Expectations



## Before

*At least seven days prior to the term start date, please address the following*

- Review the course content to ensure links and integrations are working for all modules;
- Find out the integrated tools used in the course (Ex, TurnItIn, WebAssign, MindTap, MyLabs, RosettaStone,...etc.) and make sure you are well versed in all of them;
- Review course schedules for the relevant term of your class;
- Publish your course with due dates;
- Set availability dates on discussions, quizzes, assignments, exams, or other module assessments (*availability dates should reflect the course schedule*);
- Inform students of your office hours, response time, and other means of communication on the Course Home Page and Syllabus;
- Provide an accurate phone number;

- Provide an Instructor Bio;
- Add a Welcome Announcement that tells students to view the Online Student Orientation Course (located on their Canvas Dashboard);
- Direct students to the course goals and objectives;
- Require students to complete the Getting Started Module, and explain the importance of being active in the class at all times;
- Inform students of the required text and other course materials (some courses may have embedded eBooks);
- Provide an updated Course Schedule that reflects activity due dates;
- Ensure that the scheduling of content delivery and assessments reflect a sensitivity to, and consideration of, federally mandated financial aid bookstore delivery regulations and late registration,
  - Attendance in an online course, is not only logins but specific interactions with the course content. To be considered “present” and attending the course, students need to send an e-mail, submit an assessment of some sort, take an exam or quiz, or participate in a discussion board. Be sure something is due every week so that students continue to meet these proof of attendance needs.

## During

### *The semester, instructors shall*

- Log into the course on a daily basis, Monday through Friday;
- Electronically acknowledge and respond to all student questions/emails within 24 hours;
- Grade all assignment within five working days;
- Engage in appropriate discussions through discussion boards at each login, and via email on a regular, consistent, and reliable basis;
- Provide informative feedback on assignments to ensure the students understand their strengths and deficiencies; the use of rubrics are recommended as one consistent form of feedback;
- Check Dropout Detective and send follow-up with private emails to those students “at risk” letting them know their current grade and suggest strategies for improvement;
- Check the Instructor Insight report for your class to gauge your alignment with expectations;

- Notify students, in advance, in the event of an absence and with sufficient information to ensure that students may continue their learning during the absence;
- After Census date, students who are not attending for a period equivalent to **two weeks**, instructors must reach out to the students to inquire if that student intends to return, if the student indicates that s/he will not return or there is no communication returned within 72 hours, then the faculty should fill out a withdrawal form.

## From

### *Day one and before Census date, instructors shall*

- Require students to complete the Getting Started Module, and explain the importance of being active in the class at all times;
- If students do not complete the Getting Started Module, or do not meet the attendance requirement, send them a private e-mail in Canvas warning them that they will be withdrawn from the course due to inactivity.

## End

### *Of semester, instructors shall*

- Encourage students to complete the Online Course Evaluation;
- Submit grades in a timely fashion,
  - Grades are officially due depending on the collective negotiation agreement for your position.
  - For Adjunct Instructors, Part-Time Teachers, and Administrators, grades are due 48 hours following the last day of class. For Full time Faculty Members and College Lecturers, grades are due 72 hours following the last day of class.
- Handle any incomplete grade requests;
- Complete the Course Feedback Form, located in the Faculty Center Module.

*(Revised 01/18/2019)*