

Adapted from a 2007 TIGERS Project Sponsored by CSU Center for Distributed Learning
<http://www.humboldt.edu/~aof>

Before class begins the instructor...

Completed



During the first week the instructor ...

Completed

Throughout the course the instructor ...

Completed

Managerial	
Updates the online grade book promptly after assignment due dates.	
Conducts course according to designated schedule with any deviations communicated in advance.	
Enforces guidelines for learner behaviors such as netiquette and due dates.	
Reminds students of upcoming deadlines.	
Posts group rosters before group project begins.	
Creates areas for group members to work on group projects. (e.g. LiveNet, Discussion areas)	
Monitors login log in class in order to follow up with missing students.	
Maintains privacy of student grades and feedback.	
Continues updates to the Facilitation Activity Record.	
Uses Learning Modules to present course materials and activities to optimize student learning and avoid confusion.	
Announces absences to students with guidance on what to do during absence.	
Social	
Organizes collaborative projects (small, large and dyads) to achieve strong social interaction.	
Monitors discussions for respectfulness based on netiquette standards and GBC behavior policies.	
Immediately contacts students with inappropriate posts for explanation and clarification.	
Immediately makes disrespectful posts unavailable to the class at large.	
Blocks disruptive students from class activity if behavior continues to conflict with GBC policy.	
Uses announcements to keep class current and personal. Announcements m (n) 2 (a) 2 (c) 3 (e) 2 (e) 2 (a) 2	

During the last week, the