		Course Activity	**How to Accomplish**	**Suggested Date**
			Pre-Term Start	
☐		Create your Remote Teaching Plan	Download and complete the remote teaching plan worksheet.	Three Weeks before term
☐		Update your syllabus	Include your communication and new course details as necessary. (Here's a template full of suggested language and resources!) When you're ready, upload it to Blackboard or add it to your Welcome email.	Two Weeks before term
☐		Identity essential material to distribute	Check your remote teaching plan - what are the essential components for week one? What are your goals for this week, and do any of those goals rely on material that need to be converted to a digital format? • Upload files and documents into Blackboard • Ask the library if they offer digital versions of your articles, books, or videos • Draft an email with essential documents attached (i.e.: syllabus)	Two Weeks Before term
☐		Send first Welcome Message	Send your "first-pass" message to students to inform them how you will communicate throughout the term, through what medium, and how often. • Download the Outlook list for your roster through Bobcat • Email through Blackboard • Post Announcement in Blackboard *Rosters are subject to change until 5PM on April 3rd. You may wish to send this message more than once to include newly enrolled students.*	One Week Before term

☐		Distribute student Remote Readiness Survey	In your Welcome message, consider including this short survey to students. While this will not ultimately be the determinate of how you teach, having a better idea of where your students technology capabilities are can inform important decisions you need to make. [Student Remote Readiness Survey](#) For example, if less than half of the class has reliable home internet, requiring synchronous sessions on Zoom might not be successful and an asynchronous option should be considered.	One Week Before Term
☐		Review Week One	By now you have completed a review of your course content for the first week or two of class, considered how you will deliver your essential content, and communicated critical information to your students. (Take a deep breath.) Before the class officially opens, consider the information you have gathered. Is there anything glaringly missing? Are there stakeholders (your chair, admin, elearning staff) who you need to contact for any information? Remember that you can control the availability of your course by [updating the Course Properties](#).	One Week Before Term
		First Week		
☐		Post Welcome and Syllabus	Your roster should now be finalized. Welcome your students through your [established communication method](#). Introduce yourself and the class.	Day One
☐		Take Attendance	To comply with COCC's [Attendance Policy](#) you'll still need to take attendance. Unlike a standard f2f attendance check on specific class days, you'll need to use an asynchronous attendance activity such as: • Replying to your welcome email	Before Friday, Week One

☐			• Participation in an [online discussion board](#) • [Submitting a short assignment](#), such as proof of completing the [Orientation for Online Classes](#) *The attendance deadline for classes meeting M/T/W/TH is April 9th. For classes that meet on Fridays, the deadline is April 10th.*	Before Friday, Week One
☐		Manage Late Enrollments	As usual, there is likely to be much shuffling of students during the first week of Spring. If a student approaches you requesting a late add to your course, you will need to electronically [approve them to register in Bobcat web](#) (no blue slips this term!). If you have students who are struggling to technology and access, you can refer them to Admissions and Records and/or eLearning.	Week 1
		Get Started Teaching!	Hopefully by day two or three of term you can start diving into the real curriculum of the course. Remember that there are best practices, pedagogical recommendations, and more tech resources available on the [Tools and Resources for Faculty](#) page.	Weeks Two - Ten
	Ongoing			
☐		Host Office Hours	Host virtual office hours. This means being available for student questions and consultation during a specific, predetermined period of time. You can [host virtual office hours through Zoom](#), or simply be readily available through email or phone...whatever works for you and your class.	Before during and after term
☐		Deliver Content	Keep calm and carry on: deliver your lectures, assess student comprehension, provide grade information and feedback, and engage with your class to the best of your ability.	Before during and after term