

VIRTUAL COURSE TIPS: AT-A-GLANCE CHECKLIST FOR TEACHERS



Teacher:	Course:	Date:
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Directions: Be prepared! Check off items addressed for each of the sections that correspond to the Administrative Monitoring Tool for the Virtual Classroom.

SECTION 01

Structure:

- Administrator access provided
- Teacher contact information uploaded
- Syllabus uploaded
- Instructional framework posted
- Course modules set up by week or topic with uploaded resources and links
- IISPs provided to students
- Grade book set up

SECTION 02

Delivery of Instruction:

- Course syllabus follows Scope & Sequence & list assignments and due dates
- Ensure learning content is consistent from module to module
- Ensure all activities support course competencies
- Ensure all activities are explicit instructions and time limitation
- Uploaded links are relevant, live and updated
- Feedback/grading methods & course expectations are clear

SECTION 03

Processes:

- Multiple student-teacher interaction type activities
- Multiple student-student interaction type activities
- Multiple student-content interaction type activities
- Variety of activities for DOK Levels 1, 2, 3 & 4 evident
- Office hours posted with method for access
- Instructional & Technical support is posted and available

SECTION 04

Outcomes:

- All students have IISPs
- IISPs are regularly reviewed and updated with students
- Student work reflects mastery of course objectives
- Student work reflects analysis, synthesis, and evaluation
- Students are provided with opportunities to evaluate course and provide feedback.