# Online Facilitator Checklist

## Communication

[ ]  To whom should students initially direct course-related questions?

[ ]  Who will respond to student questions, and on what timeline?

[ ]  If the course involves discussion forums, who will monitor these, and how often will they check in?

[ ]  Will there be office hours, availability windows, or other specific communication expectations for facilitators? When will they be and what tools will they use?

[ ]  How much interaction with students is expected overall?

## In-term content creation

[ ]  Will you or any team members be creating content of any kind during the term? In-term content can include materials for tutorials or labs, discussion prompts, additional lecture materials and more.

[ ]  Will there be synchronous sessions involved in the course? If so, who will lead them and how?

## Assessments and Grading

[ ]  What activities in the course will be graded, and who will grade them?

[ ]  In large courses, how will graded materials be divided among team members?

[ ]  Will there be graded discussions? If so, how will they be marked and who will do the marking?

[ ]  If the facilitation team includes TAs, how much of their time should they be devoting to marking compared to other responsibilities?

## Policies and Protocols

[ ]  What processes should be followed in the event that students are struggling, facing accessibility concerns, experiencing mental health issues, or otherwise demonstrating a need for extra support?

[ ]  What strategies will be used to reduce academic integrity violations, and what procedures should be followed in the event that such violations do occur?

## Tools

[ ]  What LMS and third-party tools will be used in the course, and who will use them?

[ ]  What training or information do facilitators need in order to be ready to use the required digital tools successfully?

# Facilitator’s Customized Checklist

This section of the checklist is for you to build and develop as you work through the *Fostering Engagement: Getting Ready to Facilitate Online Courses in Higher Education*, identify specific ideas and strategies that feel authentic for you and are relevant to your course/discipline.

## Strategies for cultivating a sense of community

[ ]  Fill in your own checklist items here

## Using student-instructor interactions to establish presence and humanize learning

[ ]  Fill in your own checklist items here

## Strategies to enhance student-content interactions, building enthusiasm, motivation and metacognition

[ ]  Fill in your own checklist items here

## Supporting meaningful student-student interactions and a sense of community

[ ]  Fill in your own checklist items here