

# Distance Education New Instructor Checklist

Mark Completion	Task
	Complete any employment paperwork and required training.
	Identify your supervisor and establish communication.
	Verify the materials for your course at <a href="http://www.ctcd.edu/academics/booksinstructional-materials/">http://www.ctcd.edu/academics/booksinstructional-materials/</a> . Check with your supervisor on how to get your materials if you don't have them or need updated versions.
	Download the current departmental syllabus from <a href="http://www.ctcd.edu/syllabus/syllabus.asp">http://www.ctcd.edu/syllabus/syllabus.asp</a>
	Determine your CTC ID. Go to Eagle Self-Service from <a href="https://www.ctcfacstaff.ctcd.edu/logins/">https://www.ctcfacstaff.ctcd.edu/logins/</a> and select the option to lookup your user ID.
	Verify your CTC email account and your Eagle Self-Service account and ensure that you can access both.
	Register for Blackboard Faculty Training with the HR Training Department.
	Go to the Distance Education and Educational Technology (DEET) website at <a href="https://online.ctcd.edu">https://online.ctcd.edu</a> and read the "Distance Education Faculty Handbook" at the Faculty Resources Quick Link (under Essential Information). Pay particular attention to the section on Course Implementation, Management, and Best Practices.
	Check your course assignments at Eagle Self-Service: <a href="https://student.ctcd.org/Student/Account/Login">https://student.ctcd.org/Student/Account/Login</a>
	Access Blackboard at <a href="http://ctc.blackboard.com">http://ctc.blackboard.com</a> . Follow the log in instructions on this screen.
	Use the schedule at <a href="https://online.ctcd.edu">https://online.ctcd.edu</a> to correlate the Eagle Self-Service course listings with your Blackboard courses. You can also use the Lookup your Course Section in Blackboard to show complete information for your course.
	When you receive an email that your course content has been copied, verify that the content is accurate and complete and update the content with your contact information, due dates, assignments, resources, and assessments.
	Monitor student participation the first week of class and contact missing students using all available email
	Post course grades and submit your grade book per the handbook and the instructions at the Faculty Resources Quick Link at the DEET website at <a href="https://online.ctcd.edu">https://online.ctcd.edu</a> (see Blackboard Resources and Course Management) Resources).

## Resources:

- <http://www.ctcfacstaff.ctcd.edu/>
- <http://www.ctcfacstaff.ctcd.edu/faculty-staff/info-technology/>
- [https://online.ctcd.edu/training\\_resources.cfm](https://online.ctcd.edu/training_resources.cfm)
- [course.support@ctcd.edu](mailto:course.support@ctcd.edu) (Course content, training requests)
- [de.techsupport@ctcd.edu](mailto:de.techsupport@ctcd.edu) (Blackboard and BioSig-ID)