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 http://www.ctcd.edu/academics/booksinstructional-materials/ . 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 http://www.ctcd.edu/syllabus/syllabus.asp
	Determine your CTC ID. Go to Eagle Self-Service at https://student.ctcd.org/Student/Account/Login/ and use the Forgot your username function (your username will be 'c' + your 7-digit CTC 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 https://online.ctcd.edu > Faculty > Faculty Resources > Essential Information and read the "Distance Education Faculty Handbook". Pay particular attention to the section on Course Implementation, Management, and Best Practices
	Check your course assignments at Eagle Self-Service: https://student.ctcd.org/Student/Account/Login
	Access Blackboard at http://ctc.blackboard.com. Follow the log in instructions on this screen.
	Use the schedule at https://online.ctcd.edu/schedule/schedule.cfm to correlate the Eagle Self-Service course listings with your Blackboard courses. You can also use the Lookup your Course Section to show 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. See https://online.ctcd.edu > Faculty > Faculty Resources > Blackboard Gradebook and Submitting Grades

Resources:

- http://www.ctcfacstaff.ctcd.edu/
- https://www.ctcfacstaff.ctcd.edu/it/index.html
- https://online.ctcd.edu/training_resources.cfm
- course.support@ctcd.edu (Course content, training requests)
- de.techsupport@ctcd.edu (Blackboard and BioSig-ID)