# 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