

Checklist for Teaching Hybrid and Online

The hybrid and online teaching checklist is based on the Blended Learning Delivery Policy and Process at Molloy. This policy can be found in Appendix XIII B of the Faculty Handbook.

BEFORE THE START OF THE SEMESTER

- 1. Attend a Canvas workshop prior to teaching your first hybrid or online course and for continued enhancement of Canvas skills.**
Canvas workshops are offered by Technology Learning Services (TLS).
- 2. Enroll and earn a certificate of completion for TLC: Teach, Learn, Course Design Online prior to teaching your first hybrid or online course.**
TLC is offered by the Office of Blended/Online Learning. Waiver requests are sent to coursedesign@molloy.edu.
- 3. Enroll in relevant instructional technology workshops to update your skills.**
To learn more about integrating instructional technology tools in your course, enroll in available workshops (e.g., Respondus, Turnitin and Panopto). Contact the Faculty Professional Center, Blended/Online Learning and Technology Learning Services for more information about available faculty workshops.
- 4. Contact department chair or associate dean for specific department guidelines.**
For example, specific sections to include in course syllabi.
- 5. Develop a fully populated Canvas course site.**
Canvas course sites should include varied formative and summative assessment opportunities.
- 6. Specify office hours and communication procedures.**
Syllabus should include faculty office hours and how students can reach faculty.
- 7. Publish Canvas course site by first day of classes.**
Best practice tip: Publish course site one week before classes.

DURING THE SEMESTER

- 8. Establish varied online engagement opportunities.**
For example, graded discussions.
- 9. Respond to student questions in a timely manner.**
Ordinarily within 36 hours.
- 10. Using the existing assessment process, faculty teaching hybrid and online must be evaluated by the associate dean/chair.**
Refer to Faculty Handbook.

Important Contacts

Blended/Online Learning
coursedesign@molloy.edu

Faculty Professional Center
facultyprofessionalcenter@molloy.edu

Technology Learning Services
tls@molloy.edu