

Checklist for Hybrid/Online Teaching

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 Canvas Training**
Attend a Canvas workshop, hosted by Technology Learning Services (TLS). Contact them at tls@molloy.edu.
- 2. Earn TLC: Teach, Learn, Course Design Online Certificate of Completion**
Complete this step **prior** to teaching your first hybrid/ online course. TLC is offered by the Office of Blended and Online Learning. Email coursedesign@molloy.edu to learn more.
- 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 offered by the Faculty Professional Center at facultyprofessionalcenter@molloy.edu.
- 4. Contact department leadership for department-specific sections of your syllabi (course outlines)**
It is important to reach out to your chairperson or associate dean, as policies can vary among departments.
- 5. Add online-specific sections to your syllabi (course outlines)**
Examples include sections related to online communication procedures, technology requirements, and netiquette guidelines for students. Reach out to the Office of Blended and Online Learning at coursedesign@molloy.edu for recommended text.
- 6. Develop a fully populated Canvas course site**
Your Canvas course should include a home page with instructions for course navigation, syllabi and assignments. It should also include formative and summative assessment opportunities while using the Canvas Gradebook. The Office of Blended and Online Learning can assist with importing and easy-to-use, accessible course design model to get you started. Reach us at coursedesign@molloy.edu or import the Molloy Course Design Model from Canvas Commons.
- 7. Establish varied online engagement and interaction opportunities**
For example, include recorded lectures, graded discussions, peer reviews, presentations, links to articles, videos, etc.
- 8. Publish Canvas course site by first day of classes**
Best practice tip: Publish course site one week before classes begin. Note: If a Canvas course is not published, then Announcements will not be delivered to your students.

DURING THE SEMESTER

- 9. Respond to student questions in a timely manner**
Ordinarily, faculty will respond to student inquiries within 36 hours.
- 10. Faculty Evaluations**
Using the existing assessment process, faculty teaching hybrid and online must be evaluated by the associate dean/chair. Refer to the Molloy Faculty Handbook. The revised form and process was approved in 2018.