



TEXAS SOUTHERN UNIVERSITY

Checklist for moving course content to online platform

Please note that the below checklist provides insight for short-term, emergency setup.

Step 1

Ensure that course syllabi are uploaded.

Step 2

Post at minimum 2 weeks of assignments along with due date.

- Include PowerPoint or Lecture Notes
- You may include video clips/expert lectures
- Create a Discussion Topic to engage students in classroom discussion. Students may continue to receive points for participation.

Step 3

Post Welcome Message to Students. The below sample message may be used.

Sample Message

Welcome Class!

Thank you for your flexibility as we transition “temporarily” to the online learning platform. As you are aware, course instruction will be offered online while we continue to monitor circumstances surrounding the coronavirus. Updates will be provided by the university notifying us as to when we may return to our regular campus schedule.

In the meantime, please make sure to review the **Online Student Orientation Video** found on the *Tech Support page*. Next, please review the assignments and due dates which have been posted in this course.

Should you have questions, please do not hesitate to reach out via e-mail or schedule a time to discuss.

Step 4

Post hours of availability. A best practice is to respond to students’ questions within 24-48 hours.

NOTE: We will continue to provide updates throughout the week along with any additional instructional support resources (ie. webinars).