

End of the Semester Checklist

Quality Matters: The Distance Education Committee spent time working on a “Quality Matters” rubric that combines the 7 best practices with other helpful resources to guide us as we continue to develop our online courses. The Online Course Peer Support Form is for Unofficial Usage Only and for purposes of self-reflection, training, and peer support. https://de_coordinator.sites.gocolumbia.edu/docs/CC-Effective-Online-Practices.pdf

Checklist for End of Semester

- **Download** the Grade Center Information. Use the Work Offline Button located on the right hand side in the full grade center view. View instructions at: <http://www.youtube.com/watch?v=0ySIjBewHw8>
- **Provide** a Student Satisfaction Survey for feedback.
- **Check** for **Fully** Online or **Hybrid** Shells in Your Course List.
- **Request** your **Enhancement** Shells at:
<http://gocolumbia.edu/fcroster/logon.aspx?COL=CC&BB=ON>
- **Copy** over your content to your Blackboard shells.
 - http://www.gocolumbia.edu/online/Course_Copy.pdf - **Read Me Instructions**
 - <http://share.yosemite.edu/go=1E67> – **Watch Me Instructions**
- **Save/Archive** your Blackboard shell content *offline*. From the control panel>Package & Utilities>**Export/Archive** Course. The zip file will be listed, right-click on the file for option to “Save Target As” to your desktop or click on the chevron, select Open and then Save.
- **Perform** a Self-Reflection.
 - What worked well in the course?
 - What did not work as planned?
 - What technical difficulties did you encounter?
 - What areas of the course would you like to improve?
 - What content or activities would you like to add?