

## CHECKLIST FOR FALL 2016 WEB CONFERENCE COURSES

Refer to the [Faculty and TA Handbook](http://extension.harvard.edu/facultyhandbook) (extension.harvard.edu/facultyhandbook) for Extension School policies and procedures and the DCE Instructor and TA [Web Conference website](#) for information about web conferencing.

Send an email to [webconference@dce.harvard.edu](mailto:webconference@dce.harvard.edu) for any questions about teaching via web conference (teaching staff only).

For immediate help, you and your students can call: (617) 998-8571.

### Before the Semester Begins

#### *Logging In and Syllabus*

- € You have claimed your [Harvard Key](#) so you can log into [online services](#), your [Canvas course website](#) and other Harvard sites you'll need to access.
- € You have created your [syllabus](#) and sent it to [syllabi@extension.harvard.edu](mailto:syllabi@extension.harvard.edu), or better yet, posted it on your course website and sent the url of the website to [syllabi@extension.harvard.edu](mailto:syllabi@extension.harvard.edu) by the [deadline](#).

#### *Canvas (course website/Learning Management System)*

- € You have found your course website by logging in to [canvas.harvard.edu](http://canvas.harvard.edu) with your [Harvard Key](#).
- € You know how to set up your [course website](#) in Canvas and understand the course website guidelines.
- € You have used the Canvas resources on the [Academic Technology Support wiki](#) as a guide while building your course website.
- € You have [signed up](#) to work with a member of the Instructional Technology Team for in-person or online help with your Canvas site.

#### *Course Materials*

- € Students will be able to buy required books online, get links from your website or get [course materials](#) such as course packs or cases through Harvard Business Publishing.
- € You understand [copyright policies](#).

### *Teaching Assistant (TA)*

- € You are keeping an eye on your [class list](#) to see if you have a large enough enrollment to hire a [Teaching Assistant \(TA\)](#).
- € If you will hire a TA, that person has completed a [Support Teaching Staff Request form](#) and turned it in to Mark Lax ([mark\\_lax@harvard.edu](mailto:mark_lax@harvard.edu)) by the date noted on the form.
- € Your TA(s) has a [Harvard Key](#) in order to work on the course Canvas site, access online services and other Harvard resources.

### *Getting to Know Your Students*

- € You have created a survey or asked students to write about themselves on a discussion board so you know about your students' locations, time zones, academic background and professional experience.
- € You have created an ungraded assignment zero to be given before the [Course drop deadline for full-tuition refund](#) so you and your students will be sure they will be able to meet the challenges of your course.
  - If they aren't yet ready, you could suggest they use [student resources](#) to help them succeed, take the course for undergraduate or no credit, or withdraw and take another course that will teach them the skills they will need to succeed in your course if they take it in the future.
  - You might want to include a technical component such as uploading an assignment in Canvas, posting a message on the discussion board, etc.

### *Using Zoom, the Web Conference Platform*

- € You've checked the [Tech Basics](#) page of the Instructor and TA Web Conference website to be sure you have a sufficient computer operating system, headset, webcam and internet connection.
- € You have met with someone to discuss teaching a web conference course at the Division of Continuing Education (DCE).
- € You and everyone on your teaching staff has been trained to use Zoom.
- € You have completed the process of setting up the Zoom account we created for you by following the link in the email from "noreply@Zoom.us" to set up a password.
- € You have chosen a password for your account that you're willing to share with other members of the teaching staff so they can start the Zoom sessions if they "arrive" before you.
- € You know how to log into your account at [zoom.us](https://zoom.us) using your email and password in case you want to find recordings, change options on your Zoom room, etc.
- € You have done a dry run with your entire teaching team to practice teaching via web conference.

- € If you will be recording your sessions, you know to look for an email from Zoom with the link to the recording a couple of hours after your class or you know how to look in your Zoom account for the recording link.
- € You know how to post the recording links on your Canvas site.
- € You have checked that your Canvas course site has a page with your Zoom links and resources, created by the [Academic Technology Support Team](#).
- € You have the link the web conference team created for your Zoom session that you will use for the entire semester.
- € You have told your students to visit the [web conference website for students](#) for resources and information about attending a [Zoom training session](#).

### *Exams and Projects*

- € If you will be giving an [exam](#):
  - You understand all of your options for exams for online courses and the policies for the type of exam you choose.
  - You have gone to [online services](#) and entered your examination information.
- € If students will be required to do projects
  - Students have identified and know how to use the tools they will use to work on, collaborate with each other and present their projects.
  - You and your students understand the policies for [group projects](#)
  - You and your students understand the policies for [final projects](#)

### **Beginning of the Semester**

- € You understand the policies about [waitlists](#).
- € Your students have either previously used the web conference platform you're using or attended a training session to learn how to use the software.
- € Students know how to access and use all of the online tools they will need to participate in the course.
- € Students have completed an assignment zero so you know their academic abilities.
- € Students have completed a survey so you know about their backgrounds.
- € Your students are aware of [resources](#) available to them, such as the Writing Center, Math Question Center and library resources.
- € If you will have any special requests, such as be making a film available to your students, you have coordinated with someone on the web conference support team by sending an email to: [webconference@dce.harvard.edu](mailto:webconference@dce.harvard.edu)

## Middle and End of the Semester

- € If you are giving a midterm and/or final [exam](#) your students understand the policies and procedures they must follow.
  - If you will need help with student project presentations, you have contacted the web the web conference support team: [webconference@dce.harvard.edu](mailto:webconference@dce.harvard.edu)
- € You have written three optional questions to add to the [student evaluation form](#).
- € You have submitted your [grades](#) and arranged for extension of time if warranted.