Instructor Distance Learning Readiness Checklist

Technology

☐ I have access to a reliable computer and internet connection

☐ I am familiar with the institution's Learning Management System (LMS)

☐ I can use necessary software for creating and uploading materials

Course Design

☐ Course objectives and outcomes are clearly defined

☐ Course modules and activities are well-structured

☐ All materials are accessible and organized online

Communication

☐ Students are informed about communication channels

☐ I have a plan for timely feedback and responses

☐ Course announcements are prepared and scheduled

Assessment

☐ Clear methods and rubrics for assessment are established

☐ Submission processes for assignments are explained

☐ Expectations for academic integrity are communicated

Support

☐ Support resources for students are identified

☐ I know whom to contact for technical or instructional help