

## Readiness Checklist

### TEACHING & LEARNING

- I am open to “rethinking” my assumptions about teaching and learning.
- I am dedicated to improving student learning through the design, delivery, and assessment of my online courses.
- I am committed to presenting my students with a fully prepared online course that is ready for learning before the students’ first contact with the course.
- I am committed to making use of college, university, and other recommended support for online teaching success and improvement.

### COMPUTER SKILLS

- I have consistent and stable access to the internet.
- I am able to download and install browser plug-ins for common software applications such as Flash Player, Adobe Acrobat Reader, Windows Media Player or Quicktime.
- I am able to manage routine browser issues and settings (e.g., clear browser history and cache, manage pop-ups, and manage mixed content, including secure and non-secure items, and accept embedded multimedia content).
- I know how to disable popup blockers.
- I am able to create and print Adobe Acrobat files (PDF files).

### INTERNET SKILLS

- I am able to access or change my network settings to connect to the internet via WIFI, Ethernet, or other network connections.
- I am able access the World Wide Web using a browser such as Firefox, Safari, or Chrome.
- I am able to use a browser’s “Bookmark” or “Favorites” feature to create, access, maintain, and manage a list of web pages.
- I am able to use an Internet search engine such as <http://google.com> to find specific information on the web.

### LEARNING MANAGEMENT SYSTEM SKILLS (BlackBoard or Moodle)

- I know how to post announcements for my students.
- I know how and when to make my course available to my students.
- I can create and move folders and content such as documents, videos, and images.
- I can upload files.
- I can upload video and audio links.
- I know how to insert images in the content area of my course.
- I know how to create and manage a Discussion Forum.
- I know how to create assignments.
- I know how to check the submitted assignments and use the grade book.
- I know how to use Blackboard or Moodle to send email to the students in my course.
- I know how to create student groups for small group activities.
- I know how to use Blackboard Collaborate for webinars and how to record those webinars.

- I know whom to contact for Blackboard or Moodle faculty assistance and where to refer my students.

**ACADEMIC INTEGRITY**

- I understand AUC Academic Integrity policy and am confident when working with students about academic integrity questions in my courses.
- I know how to protect and maintain my students' privacy online in compliance with FERPA.
- I am familiar with Library resources for ensuring academic integrity and fair use.