# Blended or Online Course Preparation Checklist

The following is a checklist of items to do to prepare for teaching an online or blended course:

| Request a Blackboard Site | Once you request a site from ITL, it may take up to 2 days before you can access and customize that site.  
Also, if you already have a course site that you like, you can ask to use that site as a “re-use” or “copy” site.  
It is important that you have the 5 digit call number for the course. This facilitates the enrollment of students to your site.  
To request a site visit the ATL website:  
http://www.uic.edu/depts/accc/itl/blackboard/request_site.shtml | ✓ |
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| Redesign Your Course | Review the 10 Course Redesign Questions.  
Double check to see that students have the opportunity to prove achievement of each of the stated learning objectives for the course. | ✓ |
| Modify in Blackboard | Modify your site in Blackboard to build the online learning experience for your students.  
If you want or need assistance contact the Instructional Design team of External Education. | ✓ |
| Work With Library | If you are asking students to access reading materials online, be sure to check with the library to make sure all the copyright issues are addressed.  
You can email your copyright requests and questions to:  
copyright@uic.edu  
Also, you may want to create an e-reserves site for your course to make it easy for students to access your reading materials.  
Visit the Docutek, E-reserves page in the UIC Library for more information:  
http://uic.docutek.com/eres/default.aspx  
Or email lib-res@uic.edu if you have questions.  
It is best to have all copyright ad publications issues resolved 6 weeks before you plan to offer your course. | ✓ |
| Review Before You Present | Use the Final Review Checklist to ensure you are offering your students the information and direction they need to achieve in your online or blended course.  
Or, call the ID team in External Education and request a Quality Assurance review. | ✓ |
| Evaluate | Remember that the design and delivery of your course is an iterative process. Be sure to get feedback from your students and fellow facilitators throughout the course offering and at the end of the course.  
Keep notes about how the students performed and compare their performance to that of students in your face to face offerings. | ✓ |