

*With the focus on your students and what they will need for their learning, here is a checklist to keep you on track! This is a simple checklist to help you consider the essential components of a digital course. Do you have them all ready for your courses?*

### Communication

#### Student: When and How Will I Find Out About the Course? Where to Go? When to Go There?

- Communication plan for engaging with students prior to the course start and throughout
- Welcoming message and details about where and when to find course materials, where to log in etc.
- Weekly emails to orient students to activities, due dates, and location of content

### Communication

#### Student: What Does Digital Delivery Look Like in this Course?

- Explain the course code/format (blended, synchronous, face-to-face, asynchronous etc.) and details about course meeting times, how you will gather as a class etc.
- Include an overview of how the digital learning format will unfold over the term – a high level description
- Summarize the platforms and any digital tools you will be using to deliver the class
- Provide tips and suggestions for being successful learners in this digital format including a link to "[Learn Anywhere](#)" website for students

### Communication

#### Student: How Do I Communicate with my Instructor and Classmates?

- How will students connect and engage with instructor? What ways will you allow students to connect with you with boundaries and appropriate workload considerations?
- How will students connect and engage with classmates? What platforms and opportunities (both password-protected and on web) will you provide students for student to student communications?
- How will instructor connect and engage with students? How often will you communicate with your students? What methods (email, video, audio recordings, posting in LMS etc.) will you use?

## Content

### Student: What Will I Learn in this Course?

- Provide a summary video or email that introduces the course
- Outline your ACD-approved measurable and observable learning outcomes in your course outline?
- Show how your content and assessments are aligned to your learning outcomes - everything is connected and with purpose?
- Detail the core concepts and content for each week of course in your course outline? Ensure content is chunked and in manageable pieces for student digestion
- Share how the content is being presented– PDF documents, videos, web links, publisher materials etc.
- Provide indications about what is ‘essential’ content vs. ‘optional’ content

## Content

### Student: What Tools and Resources Do I Need for Learning?

- Outline hardware and software technologies students need for course (e.g., Microsoft Office 365 from Student Technical Services <https://library.nic.bc.ca/studenttech/office>)
- Share NIC [Learn Anywhere](#) site especially [Hardware Checklist](#), [Software Checklist](#), [Learning Platform Checklist](#) and [Digital Literacies and Competencies List](#)
- Detail information about textbook(s) and where to get them (order online, e-texts, open textbooks)
- Describe readings and web links to download and access digitally
- Outline open educational resources or other selections of free and accessible materials for the course

## Assessment

### Student: What Do I Need to Do for Course Marks? What are the Due Dates and How Much are They Worth?

- Explain the overall course evaluation (% , types of evaluation, due dates)
- Reference NIC [Policy 3-33 “Evaluation of Student Performance”](#) in your course
- With more detail, outline the types of evaluation activities (assignments, quizzes, tests, papers, projects etc.) students will be expected to do and why
- Provide an easy-to-follow guide for what students need to do each week for assessment and evaluation activities (e.g., a chart or list with links to where they find instructions and submission location) that will help them focus and navigate the digital learning environment
- Indicate how you will give feedback and ongoing input about how students are doing (e.g., 1:1 consultations, emails, review sessions, discussion posts, etc.)

### Engagement

## Student: What Will I Be Doing Each Week? What Expectations do you Have of Me in Your Course?

- Share an overview of the types of engagement activities students will experience over the duration of the course and what might be new or different digital versions
- Provide a description of the consistency/schedule you have for each week in terms of the activities (independent, group, whole class, online, offline) you will be asking students to do (e.g., read this, respond to this, watch this, submit this etc.)
- Outline expectations for engagement and approximate timing for how long something should take (be it synchronous, face-to-face)
- Provide expectations around communication with peers, with instructor, checking-in, on-screen and off-screen professional behaviour etc.
- Ensure student privacy is protected when using web tools and platforms outside of NIC's core learning technologies

### Summarizing and Consolidating

## Student: How will I Know What are the Important Items to Learn Each Week?

- Each week consider summarizing the core concepts and key learnings via an audio, video, or email to assist students in learning digitally and ensure important learning components are addressed
- Ask students to work on a consolidation activity (concept map, one-page study note, review session) in a small group to produce their summary of the key concepts
- Through the discussion forum, engage students in an asynchronous review task each week or conduct a 30-minute summary of the week via synchronous formats

### Supports for Student Learning

## Student: What Supports are Available if I Need Help?

- Remind students about how to contact you for discussing course and institutional supports
- Throughout the course refer to institutional and course supports available to students from the [Accessible Learning Services](#), [Financial Support](#), [Library and Learning Commons](#), [Student Technical Services](#), [Student Services](#)
- Ensure they know how to contact NIC Student Technical Services: [Contact Us Page](#)
- Provide links to course related policies such as [3-17 Instructional Accommodation and Accessible Learning Services](#), [3-30 Student Appeals](#), [3-31 Student Complaint Resolution](#), [3-33 Evaluation of Student Performance](#)
- Reference the [Learn Anywhere](#) website where there are additional supports for learning digitally
- Have a "Questions and Answer" discussion forum for students to use to post questions – classmates and instructor can reply to assist in supporting class