WebCT Checklist

The following is a checklist to use as you create your WebCT course or class enhancement.

☐ Obtain approval to offer your class online from your Associate Dean/Distance Learning Director.

☐ Request a WebCT account by completing the form at http://courses.kirkwood.edu

☐ Browse the Internet for courses like yours to see what's being done elsewhere.

☐ Assess your skills needed for online development and take necessary training:
  - WebCT
  - Respondus (opt.)
  - HTML (opt.)

☐ Create storyboards or flow charts to illustrate the progression of your course.

☐ Begin online course development:
  - Convert existing content to HTML.
  - Create new content in HTML.
  - Create topics for Discussions.
WebCT Checklist Continued

☐ Test your course:
  - Check all links.
  - Invite a colleague to review your course.
  - Invite your Associate Dean/Distance Learning Director to review your course.

☐ Submit synonym numbers for your course by completing the online form at http://courses.kirkwood.edu
  (This is required to populate your course.)

☐ Create a course backup prior to students being added.

☐ Deliver and manage the online course.

☐ Create an "end-of-semester" backup for archive purposes and store in your private folder on the network.

☐ Reset the necessary portions of the course.

☐ Make necessary revisions/updates to the course.

☐ Submit synonym numbers for next semester’s course by completing the online form at http://courses.kirkwood.edu. Do this at least 4 working days before the start of the semester.