

Fully Online Instructor Training Checklist

The 6 activities below are required for instructors teaching a fully online course for UC for the first time. Please return this form to the office of University College, W-2-203 or fax to 617.287.7922 upon completion of training.

1) Blackboard (3 level) for UC Instructors: Contact Gene Shwalb at gene.shwalb@umb.edu or 617-287-3091 for more information.

Date completed: _____ Instructor signature: _____

2) Required Instructional Design Consultation re. Blackboard: Contact Gene Shwalb at gene.shwalb@umb.edu or 617-287-3091.

Fully developed syllabus and 2 classes designed and loaded into the course shell before the course begins. Demonstration of competency with Blackboard tools and knowledge of best practices in course development in accordance with UC standards

Date completed: _____ Instructor signature: _____

3) Streaming Video / Adobe Presenter / Blackboard Collaborate Voice Authoring Overview Workshop *(see*
<http://wimbalearningmodule.wikispaces.umb.edu/VPC+Workshops+for+UC+Online+Faculty+Members>
ers for information and registration)

Date completed: _____ Instructor signature: _____

4) Wimba Classroom Basic Workshop (see
<http://wimbalearningmodule.wikispaces.umb.edu/VPC+Workshops+for+UC+Online+Faculty+Members>
for information and registration)

Date completed: _____ Instructor signature: _____

5) Required Instructional Design Consultation re. Synchronous Conferencing: at umb.wimba@umb.edu, to set up a meeting.

After attending the Wimba Classroom Basic Workshop, please contact umb.wimba@umb.edu, to discuss the timing of, and activities to develop for your course meetings in Wimba Classrooms.

Date completed: _____ Instructor signature: _____

6) Recording of Streaming Video Course Introduction - Contact John Jessoe john.jessoe@umb.edu, to schedule recording sessions. *Deadline for intro video: 4 weeks before the beginning of the course*

Date completed: _____ Instructor signature: _____

INSTRUCTOR NAME (print then sign): _____