



Course Syllabus

- Upload your syllabus to your BeachBoard course.
- Make sure your syllabus includes suitable and measurable course learning outcomes (CLOs) and student learning outcomes (SLOs).

Course Activities/Assessments

- Quizzes/Exams:** Use BeachBoard Quiz tool to convert course quizzes and exams to an online format.
- Course Discussion:** Use Zoom for synchronous discussions and use BeachBoard's Discussion Board tool for asynchronous discussions.
- Explore using low stake assessments in your course, so that you do not have to rely solely on high stake assessments.
- Plan how much time it will take to provide feedback on activities/assessments and communicate that with your students.

Developing and Designing your BeachBoard Course

- Plan your schedule for the semester including holidays and breaks.
- Gather your course materials to begin uploading and developing content in BeachBoard.
- Design your course to your style of teaching and materials in order to:
 - Assign course readings
 - Record lectures
 - Determine what modules to create and where to place content
- Make sure your course material is digital and can be accessed through BeachBoard, such as:
 - E-Books
 - Electronic or online articles
 - Worksheets, presentations, activities, projects, etc.
 - Recorded lectures
 - External videos and visuals
 - Publisher's digital content or any digital content

BeachBoard

- Store all learning content in BeachBoard.
- Adopt an **optional** [BeachBoard course template](#), so that you don't have to develop from scratch.
- Upload content into your BeachBoard course and organize it to be easy to find, such as in modules labeled as weekly, units or by category.
- Familiarize yourself and adopt BeachBoard tools such as: Quizzes, Discussion, Dropbox, Groups, Rubrics, emails, and News.
- Refer to Academic Technology Services [Help pages](#) to learn more about BeachBoard Tools.
- Set up your course gradebook and link all grades to their associated assessments.

Course Homepage

- Decide on the best look and feel of your course homepage that meets your course needs.
- Create a welcome widget that includes a welcome message to your students.
- Consider using the instructor's profile widget, to include biographic and contact information.
- Consider using a widget that includes information on campus resources for your students.
- Enable the News tool in BeachBoard to make announcements to your students.

Faculty Support and Resources

- Ask your colleagues to visit your course and seek their feedback.
- Contact ATS for an instructional design consultation or if you to receive course feedback.
- Utilize the Alternative Modes of Instruction checklist as a resource when developing your course.
- Visit the [Academic Technology Services website](#) for up-to-date info on services and workshops.

A week prior to the start of the class and the first week of the class

- Activate your course in BeachBoard.
- Send welcome emails to your students introducing yourself and the course.
- Include a welcome message in your BeachBoard course.
- Consider creating a "Getting Started" section or message in your BeachBoard course so that students know what and where to access things before the first day of class.
- Create an introductory post in the course and ask your students to introduce themselves