# Activity: Teaching checklist

## Instructions

Now it’s time to tie everything together. Use the worksheet below to create a list of strategies you want to use in your own course to help build a sense of community while you are teaching during term.

The worksheet provides headings for each section of this module where you can jot down ideas for your course pertaining to those subjects. You are encouraged to use the fields to create a concrete checklist of things you want to do the next time you are teaching online. For instance, under “Weekly announcements” you might wish to write things like:

* “make a short video announcement every week,”
* “tie in course content to something in the news,” or
* “be sure to comment on the past week’s discussion.”

You may also wish to include links drawn from the additional resources in the High Quality Online Courses OER, and anything else you want to remember from this module.

When you’re finished, save your custom checklist and keep it with you throughout the term. You can use it as a checklist to remind you of key strategies that you learned in this module and want to employ in your teaching.

### Building teaching presence during term

**Welcome announcements**

**Weekly announcements**

**Sharing your personality**

**Individual communications and timely responses**

**Reaching out to learners**

### Fostering social presence during term

**Signaling your presence**

**Balancing your involvement**

**Responding to conflict and poor netiquette**

**Responding to lack of engagement**

**Using synchronous sessions**

### Assessing and revising your course

**Surveys and evaluations**

**LMS metrics**