

TUTORIAL**VIRTUAL PRESENCE CHECKLIST**

Use this checklist to monitor your progress as you develop a virtual presence in your course.

BEGINNING OF THE SEMESTER

- Course information: Add syllabus with course schedule
- Grades: Set up the grade book in Blackboard
- Content: Brief video (instructor intro, YouTube video, current events video, screen recording)
- Resources: Upload learning materials (readings, documents, presentations)
- Backup Plan: Have at least two prerecorded lectures prepared

THROUGHOUT THE SEMESTER

- Grades: Record progress and grades in the grade center
- Communication: Post regular announcements

THINGS TO CONSIDER

- Content: Create at least one assignment
- Communication: Create discussion board to promote student interaction
- Backup Plan: Practice and learn to utilize Blackboard Collaborate in case of missed classes

WHY HAVE A VIRTUAL PRESENCE?

- Engage students
- Promote academic continuity
- Save time
- Enhance communication