

# Distance Education Instructor Checklist

Mark Completion	Task
	Complete any employment paperwork and required training.
	Identify your supervisor and establish communication.
	Verify the materials for your course at <a href="http://www.ctcd.edu/academics/booksinstructional-materials/">http://www.ctcd.edu/academics/booksinstructional-materials/</a> . Check with your supervisor on how to get your materials if you don't have them or need updated versions.
	Download the current departmental syllabus from <a href="http://ctcd1.ctcd.edu/syllabus/syllabus.asp">http://ctcd1.ctcd.edu/syllabus/syllabus.asp</a> .
	Determine your CTC ID. Go to Webadvisor ( <a href="https://webadvisor.ctcd.org/WebAdvisor/WebAdvisor?TYPE=M&amp;PID=CORE-WBMAIN&amp;TOKENIDX=491509742">https://webadvisor.ctcd.org/WebAdvisor/WebAdvisor?TYPE=M&amp;PID=CORE-WBMAIN&amp;TOKENIDX=491509742</a> ). On the login screen, click WebAdvisor User ID Lookup.
	Verify your CTC email account and your WebAdvisor account and ensure that you can access both.
	Enroll in Basic Faculty Certification training, if you have not done so already.
	Enroll in Blackboard Certification training after completing Basic Faculty Certification training and when you have been assigned an online or blended course.
	Go to the Distance Education and Educational Technology (DEET) website at <a href="http://online.ctcd.edu">http://online.ctcd.edu</a> and read the "Distance Education Faculty Handbook" at the Faculty Resources Quick Link (under Essential Information). Pay particular attention to the section on Course Implementation, Management, and Best Practices.
	Check your course assignments at WebAdvisor: <a href="https://webadvisor.ctcd.org/WebAdvisor/WebAdvisor?TYPE=M&amp;PID=CORE-WBMAIN&amp;TOKENIDX=6913749637">https://webadvisor.ctcd.org/WebAdvisor/WebAdvisor?TYPE=M&amp;PID=CORE-WBMAIN&amp;TOKENIDX=6913749637</a> .
	Access Blackboard at <a href="http://ctc.blackboard.com">http://ctc.blackboard.com</a> . Follow the log in instructions on this screen.
	Use the schedule at <a href="http://online.ctcd.edu">http://online.ctcd.edu</a> to correlate the WebAdvisor course listings with your Blackboard courses.
	When you receive an email that your course content has been copied, verify that the content is accurate and complete and update the content with your contact information, due dates, assignments, resources, and assessments.
	Participate in your course per the recommendations in the handbook.
	Post your grades in WebAdvisor per the schedule in the handbook.
	Submit your grade book per the handbook and the instructions at the Faculty Resources Quick Link at the DEET website at <a href="http://online.ctcd.edu">http://online.ctcd.edu</a> (see Blackboard Resources and Course Management Resources).

## Resources:

- <http://www.ctcfacstaff.ctcd.edu/>
- <http://www.ctcfacstaff.ctcd.edu/faculty-staff/info-technology/>
- [http://online.ctcd.edu/training\\_resources.cfm](http://online.ctcd.edu/training_resources.cfm)
- [course.support@ctcd.edu](mailto:course.support@ctcd.edu) (Course content, training requests)
- [de.techsupport@ctcd.edu](mailto:de.techsupport@ctcd.edu) (Blackboard and BioSig-ID)