

SYLLABUS & COURSE PREPARATION CHECKLIST

Please use this syllabus and course checklist to verify that your class is ready for students. If this is your first time teaching a specific course or you are teaching for FSCJ Online for the first time, we encourage you to consult with our staff to review your syllabus and your Blackboard to ensure that all course elements have been addressed. Please contact Karen Arlington, Program Manager for Instruction ([Karen.arlington@fscj.edu](mailto:Karen.arlington@fscj.edu) or 904-997-2645) to request assistance or a consultation.

**Note: You must be logged into Blackboard to access some of the links below.**

Course Element	Syllabus	Blackboard	Resources
<b>Announcements</b>	No Announcements in the Syllabus	Develop your plan for weekly announcements (once per week, which day of the week, etc.)	<a href="#">Create an Announcement in Blackboard</a>
<b>Faculty Information</b>	<p><b><u>Welcome Page:</u></b> Add a photo of your choice and any other information that you wish to share with your students.</p> <p><b><u>Professor Information:</u></b> Complete this section with your name, office hours by request, your preferred contact method, phone and email.</p>	<p><b><u>Under Syllabus on the Navigation Bar:</u></b> Complete the Meet Your Instructor section with your personal information and your professional bio that helps students learn more about you – add a photo or graphic, if you wish. Add your contact information and desired student contact method; specify office hours available by appointment</p>	<p><a href="#">Edit your Personal Information, Photo, and Contact Information, Privacy Settings in Blackboard</a></p> <p>FSCJ Online Faculty Exchange: <a href="#">Blackboard and Tech Tips</a> offers telephone options for those who do not wish to share a personal phone number.</p>
<b>Important Dates</b>	Please be sure to include both the appropriate dates and the cut off times for your specific session.	Students rely on the Syllabus for this information.	Important dates for each term can be found in the FSCJ Online Faculty Exchange Blackboard Community
<b>Calendar of Activities</b>	<p><b><u>Calendar of Activities Section:</u></b> Two columns need to be updated: week dates and due dates.</p>	<p><b><u>Calendar of Activities on the Navigation Bar:</u></b> The same two columns need to be updated with specific due dates and other details. <i>Note: Hide this Navigation Bar link if this Calendar is not updated.</i></p>	
<b>Textbook and Course Materials</b>	<p><b><u>Instructional Materials and Equipment section:</u></b> CeL Template Includes all information for those teaching with a College Master Add textbook name, edition, ISBN number and any information on 3<sup>rd</sup> party systems, as needed. <b><i>Please specify if no materials are required.</i></b></p>	<p><b><u>Instructor Materials section:</u></b> Please review this section and include any directions for your students in using Course Materials or accessing 3<sup>rd</sup> Party system in your announcements at the start of the course.</p>	<p><a href="#">Textbook Adoption Instructions</a> <a href="#">Textbooks and Course Materials</a> in the FSCJ Online Faculty Exchange includes 3<sup>rd</sup> Party Learning Systems Tech Support and other resources. <b><i>Note: Even if you choose to use no textbook – you will need to update your course record in eFollett so that students will know what to expect.</i></b></p>

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<b>Proctored Testing</b>	If Proctored Testing is required for your class, the syllabus template will include this information. Please add dates and any other specific testing instructions.	If proctored testing is required for your class, you will need to set up your tests in SmarterProctoring. You will need to update tests with any class specific information, deploy your tests and specify dates so that your students can sign up for testing.	<a href="#">Smarter Proctoring Quick Reference Guides</a> <a href="#">Smarter Proctoring FAQ's</a>
<b>Grade Center</b>	<b><u>Course Grade Section:</u></b> Review this section to ensure that assigned work and points are listed correctly.	<b><u>Grade Center:</u></b> The Grade Center is populated for your course. Changes to existing point values are not recommended.	<a href="#">Blackboard Grade Center Help</a> includes customized grading periods, rubrics, and smart views
<b>Information on Any 3<sup>rd</sup> Party Learning Systems</b>	Details on 3 <sup>rd</sup> party systems are generally included with the Center for eLearning syllabus template aligned with the College Master course	<b><u>In your Blackboard Course: Instructor Materials:</u></b> Review the Instructor Guidelines and Instructions. Student resources may also be provided in the first module of the course.	<a href="#">Publisher/3<sup>rd</sup> Party Tech Support Contact List</a>
<b>Information Alignment</b>	Check to make sure that the all of the following are consistent and in sync with the course content: Syllabus, Rubrics, Textbook Information, Calendar of Activities.  <i>Please note that any variation may give a student grounds for appeal.</i>		<a href="#">Edit your Class and Manage Content</a>
<b>Personalizing Your Course</b>	If you have added any elements to your class, please be sure that these details are reflected in your syllabus.	Review all course content to determine if you wish to add any further directions, examples or guidance for your students; add availability and due dates to assignments, tests and discussion boards.	<a href="#">Personalizing Your Course “Can Do’s”, “Must Do’s” and “Please Don’ts”</a>
<b>Syllabus</b>	<b><u>Upload to the Online Syllabus Builder:</u></b> don't forget to publish so that it will be visible to your students; update all areas highlighted in yellow on the template including your professor information and your personal class policies.	<b><u>Under Syllabus on the Navigation Bar:</u></b> Add your syllabus to your Blackboard course by doing the “Copy Link” process – please do not upload a .doc or .pdf file	

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<b>The Last Step:</b> <b>Opening Your Class</b>	No Syllabus reference needed	Make your class available to students prior to the start of the term. You are not expected to respond to students early so we suggest that, after making your course available, that you post a message to let students know that you will begin responding on the first day of the class.	<a href="#">Open Your Class in Blackboard</a>
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The FSCJ Online Resource Center is available for assistance with any issues: [fscjonline@fscj.edu](mailto:fscjonline@fscj.edu) or 904-997-2628.

Good luck with your class!