

<i>On-Ground Course Design Checklist</i>	
Announcements	
<ul style="list-style-type: none"> • Welcome statement and regular updates 	
Faculty	
<ul style="list-style-type: none"> • Instructor contact information and office hours 	
Syllabus & Textbooks	
<ul style="list-style-type: none"> • Course name, number, and description 	
<ul style="list-style-type: none"> • Learning goals and objectives 	
<ul style="list-style-type: none"> • Grading policy and rubrics 	
<ul style="list-style-type: none"> • Required policies (e.g., course, department, university, accommodations) 	
<ul style="list-style-type: none"> • How to access textbooks or Open Educational Resources (OER) 	
Schedule	
<ul style="list-style-type: none"> • Course schedule 	
<ul style="list-style-type: none"> • Due dates for assignments, quizzes, and exams 	
Content	
<ul style="list-style-type: none"> • Readings, videos, and/or other materials 	
<ul style="list-style-type: none"> • Optional interactivity tools (e.g., discussion boards, wikis, blogs) 	
Resources	
<ul style="list-style-type: none"> • Supplemental materials (e.g., extra articles, links, videos) 	
<ul style="list-style-type: none"> • Contact information for support services on campus (e.g., wellness, counseling center, disability accommodations, career services) 	
My Grades	
<ul style="list-style-type: none"> • Grade center where students can view their course performance 	