

Are You Ready to Move Your Course Online? Readiness Checklist

Answer the following sets of questions to help you determine if you are ready to move your face-to-face class into the online environment.

Question	Yes	No
I know how to login to Blackboard.		
I can access my course inside of Blackboard.		
I know how to create assignments for my students inside the Blackboard course.		
I can create items that explain to my students what they need to read/watch/do inside my Blackboard course.		
I know how to make my online course accessible for all students.		
I know how to record and share lectures with my students online.		
I can grade my student's submitted work using the Blackboard Grade Center.		

If you answered "No" to any of the above questions, please check out the Blackboard resources that we have made available for you on the [Instructional Continuity page](#).

The next set of questions deal with the communication between you and your students. Answer the questions to see if they have the information they need from you to move into the online environment.

Question	Yes	No
I have told my students how I will connect with them during this time (email, phone calls, Blackboard Collaborate, etc.).		
I am able to have synchronous and/or asynchronous discussions with my students.		
My students understand the expectations I have set forth for them during this time of transition.		

If you answered "No" to any of the above questions, please check out the readiness resources that we have made available for you on the [Instructional Continuity page](#).