

Checkpoints:

Before going live, the course site will meet all the following checkpoints

- Site resides on the MSCC Blackboard server –
- A backup master copy must be stored on the MSCC network (ask Sandy Cobb for assistance with this step)
- All vital content is contained within the Blackboard course site with the exception of external links (courses should not be dependent upon external links simply because these source can either change or disappear)
- Learning objects are backed up to caddo
- Graphics are either .jpg or .gif
- Graphics are less than 100 kb.
- Scrolling is not required to view graphics
- Site contains a course syllabus
- Site contains a clear explanation of how points are earned
- Site contains all assignments for the entire course and makes them available for viewing at all times
- Site contains an accurate grade book
- Site contains lecture presentations for each lesson/chapter, beginning with the lesson objectives. Voice narration will be included and Impatica will be used to create streaming, talking lectures. These need to be within the Course Documents area of the course site.
- Navigation is consistent with other course sites on the MSCC Blackboard server
- Site contains a clear explanation of how communication and feedback will occur throughout the course
- Weekly communication as a group is incorporated (face to face for hybrid / virtual for totally online. AIM is a common chat tool to use for virtual chats. add AIM setup to first assignment. Includes instructions for installing AIM and How to instructions for setting up group for this course, within the assignments section.
- Course site should not contain .doc, .xls or .ppt files, unless such files are for template use. Alternatively, these file types should be converted to either:
 - pdf via Adobe Acrobat
 - HTMLvia SoftChalk
 - Impatica
 - Adobe Acrobat, SoftChalk and Impatica are available to all MSCC instructors
 - When converting PowerPoint presentations to .pdf for printing, the recommendation is 4 slides per page or else – send to Microsoft Word as an outline and convert that outline to .pdf

- Clarify chat protocol and schedule.
- Threads instructions added to top of discussion board threads.
- The course site needs to be reviewed and approved by the online course review evaluators (this group is new and subject to change – contact Sandy Cobb when your course site is ready for review) Edits, changes and additions may be requested before the course is approved to go live

Comments by Sandy Cobb:

- Need to add AIM setup assignment to week one of assignment calendar. assignment
- Need to clarify chat protocol and schedule