

Faculty Checklist:

1. Post a Welcome message in the Announcement area.
 - ✓ Click on the Course Home button in the author mode> Then click the link “Add new Announcement”
2. Add your contact information, office hours, and bio to the course syllabus.
 - ✓ Click on the Syllabus in the Author mode> Then click “Instructor Information”
3. Ensure the course syllabus and course outline have relevant dates, and textbook information.
 - ✓ Check all assignments dates correlate with the dates in the syllabus and course outline.
 - ✓ Check all reading assignment (pages and chapter) correlate with the course textbook.
4. Set up the gradebook and ensure that all the points/percentages match what is outlined in the course Syllabus or Outline.
 - ✓ Click on the gradebook tab at the top of the course> then click on the “Set Up Gradebook” button.
5. Schedule exam dates prior to the start of class (including the Gradebook review date- this date allows your students to review their exam grades in the gradebook and it defaults to the last date of the course).
6. Check all links to ensure they are all functioning.
7. Ensure that any videos in the course are functioning correctly.
8. Are you using ClassLive Pro?
 - ✓ Have you received training on CLP? No, Click here to register:
<http://www.splclients.com/ClassLive-Pro/>
 - ✓ Check to ensure CLP is activated.
 - ✓ If you are not using CLP and would like to use CLP and have participated in training, please contact your school’s Assistant to the Faculty.
7. Report errors in course content to your lead faculty. Lead Faculty have access to update errors in the Master Course to ensure you are receiving up-to-date and accurate content.

If you require any technical support please contact the eCollege Help Desk at helpdesk@myonlinelineinlogin.com or 877-252-7715.

If you need assistance setting up your gradebook, making updates to the course or setting the dates on your exam, please contact the Client Services team at helpdesk@spectrumpacific.com or 877-533-4733 then press 2.

