

Keeping eCourse in Check

consider these things as you prep a course in eCourse site

	YES	NO	Comments
Course basics			
Have you enabled your electronic courses? See comments →	<input type="checkbox"/>	<input type="checkbox"/>	- to request a new course just click here ->> and fill out the form with the course details (<i>course full and short name, eg. Digital Literacy/COM107</i>); - to restore your courses from the archive just copy/paste links to your courses and then send by email at ecourse@auca.kg . If you have problems with logging on eCourse or Online Registration sites, please send a message to it@auca.kg .
Have you tested links to your spring course pages to make sure they are active and up to date? See comments →	<input type="checkbox"/>	<input type="checkbox"/>	All e-Course users have their own Profile and Dashboard. Here you have <i>an overview of all your active and archived electronic courses</i> . Profile and Dashboard are available from the user menu top right once you are logged in. <i>Active courses are blue color; archived courses are grey.</i>
Did you send an email with the link and enrollment key (password) to your electronic course to your students? See comments →	<input type="checkbox"/>	<input type="checkbox"/>	Visual Card on how to check/change an enrollment key. Your <i>students' emails</i> is now available at or.auca.kg site. Template email to students
Course introduction			
Do you greet your students with a welcome message (text, audio, video), and tell them how to navigate within your course page and work with content? See comments →	<input type="checkbox"/>	<input type="checkbox"/>	Student's Guide to eCourse System
Is your posted syllabus up-to-date? Are the dates correct?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you include a forum in which students can ask and answer class-related questions? See comments →	<input type="checkbox"/>	<input type="checkbox"/>	Visit Online Campus course to see in practice real examples of different tools available in the eCourse. Password to enroll: <i>online</i> . eCourse Quick Reference Sheets
Before class begins			
Do you provide links to online Zoom/WebEx classes on your course pages? See comments →	<input type="checkbox"/>	<input type="checkbox"/>	Visual guide on how to activate a one-time recurring Zoom meeting link within e-Course
Did you post information on how/when to contact you? Or when students should expect replies?	<input type="checkbox"/>	<input type="checkbox"/>	
Did you set office hours?	<input type="checkbox"/>	<input type="checkbox"/>	