

# Indian River State College Launch Action Plan

## Indian River State College Launch Action Plan

Please review the IRSC Launch Action Plan prior to teaching your first online course. This action plan includes the steps that you should take to set up your online environment before the class begins and during the first week of class. We will be reviewing each action step as you progress through this course. Feel free to print this checklist or save it to your desktop so you can use the interactive version.

### Complete these tasks **BEFORE** your course begins:

**Action Step 1:** Edit and upload your Syllabus to your Blackboard course shell.

**Action Step 2:** Edit the Schedule of Activities by updating the due dates and upload to your Blackboard course shell.

**Action Step 3:** Update the Instructor Information area located in the Control Panel.

**Action Step 4:** Post your biography or introduction video in the Student Introduction forum.

**Action Step 5:** Set test options.

**Action Step 6:** Confirm the grade center settings.

**Action Step 7:** Set up the Retention Center.

**Action Step 8:** Set up Collaborate for office hours.

**Action Step 9:** Provide a brief Course Orientation for students in an announcement or course message.

**Action Step 10:** Post a Welcome to Module 1 Announcement.

### Complete these tasks during the **FIRST WEEK** of class:

**Action Step 11:** Respond to students in the Student Introduction discussion forum or post a reflective overview.

**Action Step 12:** Send students a course message asking about contact information.

**Action Step 13:** Confirm every student has taken the Start Here Quiz and passed it with a 70% or higher. This ensures that students gain access to course content (this quiz is not calculated into the final course grade).