Build a Web Course Workshop Module 1 Checklist

✓	File Name	Type	What do I do with it?
	1. Introduce Yourself	Padlet	Introduce yourself! Tell us what your name is, what you teach, and an interesting fact about yourself.
	2. Orientation to the ODE	Video	Watch the orientation to the ODE to learn about your resources and how we can help.
	3. Orientation to the BWC Training	Video	Watch the orientation to the training to set your expectations.
	4. Request Your SoftChalk Account	Email	Once you have your NetID and password, email UITS to request your SoftChalk account! You will need this for future modules.
	5. Schedule your first one-on-one!	Email	Email an ODE team member to schedule your first one-on-one. We will have a one-on-one to discuss your progress and make sure you're on the right track!
	6. Course Map Design	SoftChalk	Review this training to get an understanding of what a course map is, why it is a useful tool, and how to create one.
	7. What does a "Start Here Module" look like?	SoftChalk	Review the "Start Here Module" SoftChalk and watch the video to learn about why we require Start Here modules and how to create one.
	8. Should I Take the D2L Basics Module?	Learning Apps	If you are unfamiliar or uncomfortable using and building in D2L, complete this activity to determine whether you should complete the D2L Basics Module. This will give you an idea of what skills you need to know in order to be successful in developing the online portion of your classes.
	9. (Optional) D2L Basics Module	SoftChalk	Complete this training and receive a 90% on the quiz to receive a D2L Basics Certificate.
	10. Online Lectures and MediaSpace	SoftChalk	Complete this training to learn about best practices for PowerPoint and how to effectively lecture in online/asynchronous classes.
	11. Creating Accessible Resources	SoftChalk	Complete this training to learn about why accessibility is necessary, what the best practices are, and how to implement best practices. This training will help you work smarter, not harder!
	12. Accessible Documents Activity	Word + PowerPoint	Download the Bad Syllabus and Bad PowerPoint documents. Your assignment is to make them both accessible based on the accessibility lesson and tutorials. When you have both documents accessible, save them to your training folder and submit them after you've completed the rest of the training. The documents must be completely accessible to receive credit. You can use the accessibility tutorials for assistance, and feel free to reach out to the ODE if you get stuck!
	13. Copyright & OER	SoftChalk	Complete this training to learn about copyright and open educational resources.
	14. Common Software used at KSU	LearningApps	Use this exercise to become familiar with software we use at Kennesaw State University.