



# Tips and Tricks for the Teacher's Toolbox Issue #10

**Online Course Set Up within *Leo*  
- A Suggested 10-Item Checklist**

# A Suggested 10-Item Checklist

1. Have I prepared a **Welcome Message** to be sent as email to all students or posted as a course announcement (video or audio or text and images)?
2. Have I posted **my profile picture**?
3. Have I posted the **Course Syllabus, Policies and Expectations** (participation, netiquette, etc.)?
4. Have I posted a **Course Schedule**?
5. Have I posted **course assignments and resource materials**?
6. Have I set up class **discussion forums to complement synchronous sessions** for the next 3 weeks - at least?
7. Have I set up **small group discussion forums**?
8. Have I posted **Office Hours and other ways for students to contact me**?
9. Have I set up an **Ask the Instructor/ Ask the Professor** forum?
10. Have I set up a **Student Lounge / Course Café**? 



See you in January 2021!

