

## Transcript - Dr. Cary Caro:

### Advice for first time online teachers on the importance of a start here page and checklists

In looking at online teaching some of the things I wish someone talked to me about when I first started teaching was the importance of a start here page. Not only does it keep my syllabus on there for me, it also guides my students from week-to-week or from module-to-module depending on if this is a summer course or if this is a spring or fall course. I think it's important not only for students to get the information from one page but also to be able to guide themselves, navigate themselves through there.

I also started putting my course calendar on there. So students can go on there, week-to-week, and be able to see what they're doing; what's due and how they are supposed to respond to the different things that I've posted for them.

The other thing that is really important is this checklist. At the beginning of the semester it's not just about being able to sort of know what to do but where to go. So I always have a checklist for my students at the beginning. So that they can see not only the textbook that is required, the weekly requirements that are a part of the course. But also where to go and where to find things. How to post things completing either a syllabus check or completing the first assignment. And being able to navigate through certain aspects of the course. Just to make it easier for them to see how everything will be laid out for them over the course of the semester.

So I think understanding those two things and having the start here page that really guides them or prompts week-to-week to start there and they can see what's due; module that they will be working on is extremely important. And those are some of the things I wish that people had told me when I first started teaching.