

Checklist for Faculty Course Project

Contact Information

- Instructor Name:
- Department:
- Telephone:
- E-mail:
- GA name for faculty:
- Telephone:
- E-mail:
- Title of Course to be developed:
- Semester and Year of Implementation:

Format of Course

- Online Delivery
 - Videotapes/Audiotapes
 - Course Guide
 - Presentations by Instructor
 - Trans-Texas Videoconference Network (TTVN)
 - Video Streaming
 - Combination of Delivery Formats
- Approximate Length of Course Guide
 - Number of Chapters
 - Number of pages
- Testing Services to administer tests
 - Yes
 - No

Share Skill Level

- Check those that you used or are familiar with:
 - Windows 95/98
 - Web Browsers (Internet Explorer, Netscape)
 - Web e-mail
 - HTML (Hypertext Markup Language)
 - A Web Page Editor (Dreamweaver, FrontPage, Visual Page or Netscape Composer)
 - Image Editor (Photoshop, Illustrator, Core Draw)
 - Graphic Design Layout
 - FTP or upload files to a web server
 - Web conferencing/bulletin board
 - Web Chat
 - WebCT online course software

Resources from Faculty

Check all that exist:

- HTML web page
- Internet resource link
- Book publisher's website
- MS word files/HTML files
 - Syllabus
 - Student information
 - Course introduction/overview
 - Course outline
 - Course materials/chapters/modules
 - Assignment/quiz
 - Course timetable
 - Grade book
 - Instructor's bio
 - Interaction Function Preferences
 - MS PowerPoint Slides
 - Graphics (clipart, photos, diagram, scanned images)
 - Audio/video files
 - Videotape lectures
 - Animation files
 - Interactive Java module(s)
 - Other content not listed (please give detail):

WebCT Course Level and Associated Tools Preference

WebCT Course Template	Basic/ Web-enhanced	Intermediate/ Web-assisted	Advanced/ Web-based
Course Content Tools	Syllabus Calendar	Syllabus Calendar Glossary Search	Syllabus Calendar Glossary Search Content Module Compile
Communication Tools	Mail Discussion Chat	Mail Discussion Chat	Mail Discussion Chat Whiteboard
Study Tools	Student HomePages	Student HomePage Student Presentations	Student HomePages Student Presentations My Progress
Evaluation Tools		Assignment Self-test My Grade	Assignment Self-test Quiz/survey My Grade

Welcome Page in WebCT Course

As the name suggests, the page "welcomes" students to your courseware. Unlike a Home Page, which is password-protected, a Welcome Page may be viewed by anyone interested in finding out about your course. So, a Welcome Page is designed as a brief snap shot of your course open to the entire world.