

# THE ESSENTIAL LANDMARK COLLEGE ONLINE COURSE ADVISOR CHECKLIST

## Beginning of Course Best Practices

Essential ★	
Yes ✓	Practice
★	<p><b>Class Rosters</b> Have your <b>student's instructor email and contact information in a handy and accessible location</b>. Contact ETOP if you did not receive this.</p>
★	<p><b>Access and Navigate Canvas</b> Take time to get comfortable with the grade-book, navigating the course and the course content. Check the course calendar for appropriate due dates. Watch <b>all</b> the videos in the <a href="#">technology portion</a> of the <a href="#">Advisor Orientation course</a> and reach out to Michael Keen at Edtech@landmark.edu for assistance/issues.</p>
★	<p><b>Set Up Account Notifications in Canvas</b> To ensure you receive communication from Canvas, set up your Notification Preferences and contact method in your Canvas Account. Tip: This is in Week 1 of Student Assignments as well.</p>
★	<p><b>Check the Course Syllabus</b> A detailed course syllabus is available within the course. Access the syllabus by clicking the syllabus button on the course navigation menu. There is also a printable version available in this location. Read through the syllabus for course expectations, weekly topics, and assigned projects scheduled to be able to prepare / assist students.</p>
★	<p><b>Textbooks</b> All textbook information was included in your packet and is available in the syllabus. The school/student is responsible for purchasing the textbook and any other supplies needed for the course. If your student would like a digital copy of the textbook, we can provide that free-of charge. Please fill out this form along with the receipt of the purchased hard-copy. Send/email the completed form to the designated address located at the bottom of the form.</p>
★	<p><b>Timeline</b> Understand the course timeline and dates. This will also be in your packets. Landmark College courses adhere to the Landmark Academic calendar. If your students have a school vacation at a different time, they will still be responsible to complete their work.</p>
★	<p><b>Assignments</b> Each week contains an assignments page. You can access the page by clicking the Assignments button from within weeks content. Review the assignments required for Week 1 and 2. Print these out and have copies handy for your students. Each week of the course will contain similar assignments. These are: Pre-quiz (non-graded and should help to provide a "taste" of the learning for that week. Discussion forum - students are expected to post thoughtful, well-written responses to the discussion question and respond to their peers.</p> <ul style="list-style-type: none"> <li>• <b>Reading or Writing Assignment</b> - students should follow the instructions within the</li> </ul>

	<p>assignment. Most assignments can be completed in a variety of formats; uploaded document, video, podcast, presentation.</p> <ul style="list-style-type: none"> <li>• <b>Engage the Brain activities</b> - Throughout the semester students may see the ENGAGE YOUR BRAIN icon within a week's lessons. These are quick activities for the student to complete that relate the readings to their personal experiences. This information gets stored in an online learning journal. This journal is also accessed by you (the instructor) who will leave weekly feedback on the entries. Engage the Brain activities are also graded in the grade-book.</li> <li>• <b>Post - Quiz</b> - 5 question graded quiz. Questions are taken directly from the content and are identical to the pre-quiz.</li> <li>• <b>Weekly Self-evaluation</b> - This is a non-graded self-monitoring survey that asks if they have completed their work for the week. This provides a comment area as well to communicate with the course advisor/instructor on struggles or issues.</li> </ul>
★	<p><b>Email Instructors</b> Email your student's instructors and introduce yourself. It is important to reach out to the instructor early (and often) to ensure you are both making student success a priority.</p>
★	<p><b>Email Students/Set-up meeting times</b> If you are not already working together, email your student's and set up a weekly meeting time to catch-up, converse and check-in.</p>