

New Faculty Checklist

Syllabus

- Make sure your syllabus is complete for each course and that you meet all division guidelines.
- Review the syllabus requirements from Academic Affairs and accessibility information here: <https://www.occc.edu/c4lt/syllabus-information/>.

Moodle Account & Course Setup

- After you have been assigned a course by your division, a Moodle account will be created for you automatically.
- Check that you can log into this account and that the correct courses are present.
- Import course content from the Master Course.

Publisher & 3rd Party Platform Integration(s)

- Be sure you have set up any publisher educational sites, such as Connect, Cengage/MindTap, etc., and have linked/synced them to your Moodle course(s).
- Also, set up any third-party platforms within your course, such as VoiceThread, online proctoring, Poll Everywhere, Turnitin, etc.

Online Instructor Training & Hybrid Instructor Training

- All faculty are required to complete both online and hybrid instructor training with the Center for Learning & Teaching (CLT).
- Registration requests must be submitted by a program chair, director, and/or division dean.

Zoom Account & Zoom Training

- Contact your division for a licensed Zoom Pro account through ITS.
- Schedule training with the CLT for how to use Zoom, how to teach with Zoom, and/or how to operate our Zoom room technology in OCCC's classrooms.

CLT Resources

- Review the CLT's resources about teaching and learning, navigating Moodle and publisher/third-party software here: <https://www.occc.edu/c4lt>.
- See additional resources available on our Faculty Resources page here: <https://www.occc.edu/c4lt/faculty-resources/>.

Contact the Center for Learning & Teaching if you need any assistance or have questions.

clt@occc.edu
405.682.7838
SEM 2G3