**Checklist for Starting Your Cyber Course**

* **PUBLISH** your course.
	1. Go to the “HOME” page and you will see the option to “Publish” on the top, right side of the course. You must publish your course so that students can access it.
* **ADD cyber students** if they are not already added to your course.
	1. Go to “Settings” on the left side, select the “section” tab, click on the section to see if all your cyber students are listed.
	2. If they are not, follow directions for “adding a student.”
* **Publish only the modules** you want students to access.
	1. You can publish and unpublish models and assignments by clicking on the cloud.
	2. Green=publish and Gray=unpublished
* **SET DUE DATES**
	1. Most teachers set due dates for a specific day of the week, which can also be on the weekend. For example, all assignments can be due by Sunday at midnight. By keeping this consistent, kids will know your expectations. You might want to talk to teachers who have monitored a cyber class to get an idea as to what works best.
	2. Cyber students need flexibility (we do not know why they are in cyber-jobs, sickness, etc.), so, for example, by assigning work at the beginning of the week, you would be allowing for this flexibility.
	3. Some teachers also make all assignments due at the end of a unit. If you choose to do this, make sure you are still giving grades weekly. Cyber students need feedback so that they can continue on with new assignments sometime. Please keep this in mind when posting due dates.
	4. Many teachers email the students to give them a brief welcome and to go over expectations just as you would with students in your class. You can also let them know when you might have a prep period if they have questions and need to talk to you.
* **Stay ahead of your students** and try to post assignments in a timely manner.
* **Send all textbooks to me in room 116!** Make sure the student’s name is on the book/etc. Please include any passwords and/or directions that your students my need. I will record all book #’s.