

# Organization Chart: Online Courses

Get organized! Use your syllabi and other information share by your instructor in Blackboard to complete this chart. Update if changes occur!

Semester \_\_\_\_\_

Name of Course					
<ul style="list-style-type: none"> <li>• Instructor Name</li> <li>• How do I contact my professor if needed?</li> <li>• What are the Office Hours?</li> <li>• Who is my TA (if applicable)</li> </ul>					
<ul style="list-style-type: none"> <li>• Does this class have scheduled synchronous Zoom sessions?</li> <li>• If yes, what are the days/times?</li> <li>• Where do I find the Zoom link?</li> </ul>					
<ul style="list-style-type: none"> <li>• What educational technologies will I need to use for this course?</li> <li>• Do I know how to use these?</li> </ul> <p>Examples: Blackboard, Zoom, VoiceThread, Google Apps, Respondus/Honorlock, homework/publisher websites Consult the <a href="#">Keep Learning! Student Tech Guide</a> for useful tutorials!</p>					
<ul style="list-style-type: none"> <li>• What are the main assignments and expectations?</li> <li>• How and where do I submit assignments for this course?</li> </ul>					
<ul style="list-style-type: none"> <li>• Do I need to participate in a group project?</li> <li>• If yes, who are my group members and their contact information?</li> <li>• What is our scheduled day/times to meet?</li> </ul>					
<ul style="list-style-type: none"> <li>• What are the important due dates for tests/exams, quizzes, papers, projects, presentations that I need to pay attention to?</li> </ul>					

