



Quick Reference Guide WEST COAST UNIVERSITY

Teaching Online

Weekly



WEEKLY EXPECTATIONS & REQUIREMENTS

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1. Post a minimum of THREE substantive posts on at least FOUR separate days totaling a minimum of **TWELVE** substantive posts each week

2. Post a weekly announcement providing students an overview of the week including due dates of assignments due that week no later than 9am PST Monday.

3. Respond to all communications within 24 hours on business days and 48 hours on non-business days. This includes: course messages within Blackboard, student emails, student phone calls and or text messages, and questions posted within the Questions for Instructor forum.

4. Complete all grades using Blackboard embedded rubrics and provide individualized qualitative feedback on all graded assignments within Blackboard within 72 hours of assignment due date.

5. Reach out to all students labeled "At Risk" within 48 hours of posting grades.

6. Record outreach efforts and results in the AtRisk column within Blackboard within 48 hours of posting grades.

Pre-Class



PRE-COURSE COMMUNICATION & SETUP REQUIREMENTS

Faculty should complete the following no later than Sunday 11:59pm PST, the week before class begins.

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1. Welcome announcement with :
a. List of assignments for week 1
b. One-Two minute welcome video via Kaltura

2. Update Concourse Syllabus with contact information

3. Update Calendar with due dates

4. Discussion board area posts as follows:
a. Student Lounge post with personal bio and contact info
b. "Questions" post in the Questions for Instructor forum
c. Click on "Reply" to the week 1 discussion thread to create a first response.

5. Sync SafeAssign

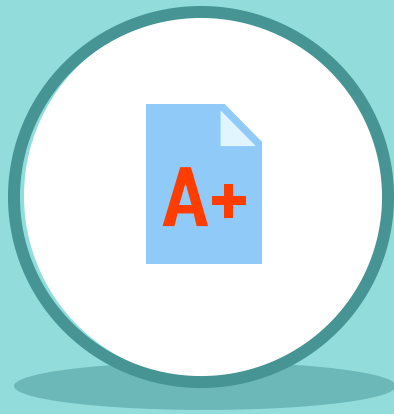
6. Review course links for accuracy

7. Check syllabus for accuracy

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Email welcome message to students on the first day of class.

Grades



WEEKLY GRADE REQUIREMENTS

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1. Use the drop-down menu to select the appropriate rubric score.
 2. Do NOT override the scores in a rubric unless an assignment is late and must be penalized.
 3. Enter a grade of 0 for all incomplete, overdue assignments within 72 hours of assignment due date.
 4. Grade cells for past due assignments should not be left blank. This includes students who have made arrangements to submit late work—a grade of 0 should still be entered.
 5. Enforce late work penalty according to your assigned program.

Course End



FINAL GRADES

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Final grades are due within 48 hours of course end date.

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1. Enter final grades into the "Final Grade" column in Blackboard as a **rounded whole number**.
2. Manually round the final grade before entering it into Blackboard; Blackboard will not round automatically.
3. Once an integer has been entered in the final grades column, **it is final**.
4. Complete University Action Request (UAR) if modification of a final grade is needed anytime after an integer has been entered into the final grade column.