

# ENGAGEMENT AND COMMUNICATION CHECKLIST FOR ASYNCHRONOUS LEARNING



## 1 OUTCOMES

I can locate the course objectives.

I know the learning activities I am expected to complete.

## 2 FACULTY PROFILE

I know my instructors and how to communicate with them.

I know when office hours are and how to attend them.

## 3 COURSE INTERACTION

I know how often I am expected to log in to my asynchronous class.

I know what I am expected to do to interact with my instructor and classmates.

I check my campus email daily for correspondence and campus opportunities.

I know I can reach out to my instructor with questions or clarifications.

I am encouraged to regularly engage with my instructor, my classmates, course content and other resources.

## 4 LEARNER SUPPORT

I have completed the [Online Student Orientation](#).

I have the contact information for and can access:

- [ACCESS](#) (when seeking accommodations)
- [Writing Center](#)
- [Lovejoy Library](#)
- [Tutoring Services](#)
- [Information Technology ITS](#)
- [Counseling](#)
- [Academic Advising](#)

  
  
  
  
  
  

## 5 ACCESSIBILITY

I know I can contact my instructor if there are any changes that interfere with my success.

## 6 ONLINE ENGAGEMENT TOOLS

I know how to use the online tools of my asynchronous class.

## 7 FACILITATION TECHNIQUES

I know my instructor's plans for communicating regularly with my classmates and me.

I can easily find the course syllabus, content, activities and assignments.

## 8 FEEDBACK

I know where and how to check my grades and monitor my progress regularly.

I know how to access and review feedback and reach out to my professor if I need further input.

I am encouraged and know how to give feedback on my course content, use of technology and accessibility.



If you have any question about these, please reach out to your instructor right away.