

Tips for Online Instructors

- Print or electronically save all necessary materials from Blackboard.
- Make sure you include **all assessments** (printed or electronic). Not just the ones for the module you are submitting.
 - Anything a student is being graded on.
- Print off copies of your weekly announcements.
 - The RTT course is designed for you to further personalize to create student engagement.
 - Your evaluator will be looking for ways **you** specifically engage students. The enthusiasm, encouragement, and direction that you include in your weekly announcements will help demonstrate your outreach and engagement of students.
- If you created any organic learning materials or resources, include those as additional instructor created materials added to the RTT.
- Any documentation you can provide regarding professional development.
 - If you have attended college professional development where you earned CEUs, go to Ocelot to access, login to the Faculty & Staff/My Student Records and Grades/ Transcripts/Unofficial Transcript.
 - Highlight only the courses that apply.
 - If you completed professional development elsewhere, include (preferably) a flyer or agenda from the event.
- Follow the checklist sheet that tells you what to include.
 - You must pick one unit of teaching and you will need to provide the course competencies associated with that unit/module(s).
 - Print your syllabus, your schedule, and everything in the module, and keep it all together for the teaching unit. (Note: the checklist indicates to submit your syllabus— this includes your syllabus and schedule.)
 - Create tab in your binder called “Other Assessments.”
- Include all other graded assessments (e.g., discussion boards, papers, exams, quizzes, etc.).
- Create a tab for “Instructor Created Materials.” This signifies that you created these materials separate from the RTT course.
- While adjunct faculty are not required to include service, include documents if you have service to department college and/or community

Questions?

ONLINE COURSES

If you have any specific questions regarding an evaluation packet for an Online course, please contact Distance Learning at dl@schoolcraft.edu.

FACULTY EVALUATION PROCESS

If you have any questions regarding the evaluation process, please contact Lynne Brach-Fugedi at lfugedi@schoolcraft.edu or 734-462-7668.