**Expectations of Online Faculty**

1. Be active in the class. Send students weekly announcements, answer questions in the discussion forum and through email, and grade assignments in a timely fashion. Please do not post announcements in the discussion forum. Students may not know where to look. All announcements should be placed on the home page or sent through email.

2. Grade all assignments by the start of the next week. For example, if an assignment has a due date of Monday morning, the assignment should be graded before the next Monday morning. If there is more than a week between students submitting assignments and the assignments being graded, you will receive an email from me checking in to make sure everything is okay.

3. Do not open content and assignments ahead of time without the permission of the Dean of Degree Completion. JBU’s online courses are not correspondence courses. Opening content ahead of time does not allow students to actively participate in the course as they work ahead and forget there are other students in the course.

4. Keep attendance in your online course. Instructions on how to do this can be found in your instructor resources in your online course and below in this document. Attendance should be kept weekly.

5. Faculty should have at least two office hours a week. This requires that you create Collaborate sessions in your courses. Please set your office hours ahead of time and try to keep the same office hours each week unless you notify students at the beginning of the week.

6. Record weekly video announcements to your students. These can consist of several things including an overview of the week’s assignments and readings, identifying troublesome homework problems that in the past students have struggled with, or just providing encouragement to the students. While this is not required, it is strongly encouraged.

7. Record final grades in Eaglenet. Instructions on how to do this can be found in your instructor resources in your online course and below in this document.

8. Let the program director know of any illness or technical difficulty that would prevent the faculty member from fulfilling these expectations.

9. For all online classes, students are expected to login to the Blackboard module regularly (at least 3 days a week) to check the syllabus and work schedule, and complete all assignments for the week. In eight-week online courses, being counted absent for three sessions will result in a grade of ‘F’. An “absence” for online courses is defined in two ways (either of which will incur an absence):
   - not turning in any assigned work for the week;
   - not demonstrating evidence of reading assigned chapters or viewing assigned videos, tutorials, or other media posted by the professor. Evidence includes posting to discussion forums, responding to other students’ posts, and generally logging in to participate and engage in course materials. Students are responsible for providing written evidence by email (with any supporting documentation attached) to substantiate "authorized absences."

10. Finally, you must use your JBU email account for communication with all students. As a student, it can be confusing if multiple instructors are using different email accounts. By only using your JBU email account, this eliminates confusion on the part of the student and can alleviate any confusion the instructor might have trying to remember which account was used to respond to a student’s email.
Keeping Attendance

Keeping Attendance in your online course is important. Financial Aid and other departments use this information. An absence in an online course is not turning in anything during the week - no participation.

To setup your online attendance prior to the course beginning, please follow the directions below.

In the instructor resources tab, click on the Online Attendance link (the heading above).

Click on the Dates SetUp.

Choose the dates when your course begins and ends.

WARNING: Making changes to these settings could cause you to lose previously entered attendance records for this course.

Course Begins on: 1 / 1 / 2013
Course Ends on: 1 / 1 / 2013
Class Meets on: Sun Mon Tues Wed Thur Fri Sat
Hide non-students: 

The classroom dimension must be set if you plan to use the "Attendance By Seating Chart" feature.

Save Settings
Choose the day of the week to take attendance -- Monday.

Check Hide Non-Students.

Click Save Settings.
After you have setup your online attendance, you will need to record attendance weekly. To do this, please follow the directions below.

Click the Online Attendance Link (the heading above).

Click on the drop-down menu to choose the date for attendance.

Choose P (Present), or A (Absent) for each student in your class. The default is P (Present) so you only need to change for those who are absent. Absent in an online class means they did not turn anything in during the week.

Select "Save Attendance"