

Distance Classroom Facilitation Checklist

At least 10 working days prior to the first day of classes:

- Complete Distance Classroom Facilitation Form and submit to distance campus.
- Submit syllabus to distance campus.
- Submit course schedule to distance campus.
- Communicate with distance campus facilitator.
- Confirm quiz and examination dates for faculty proctoring support.
- Confirm in-class activity and/or case-study dates for faculty support scheduling.