SGOCE Instructor Checklist

(updated on 11/2022)

FITCHBURG STATE UNIVERSITY

Item	Information/Timeframe
Textbook Orders	**60 days before the start of the course. See the instructions here.**
Seats List Review	**Check the course listing to ensure the information is correct. Contact your chair for any changes/updates. To review the seats list click here.**
Blackboard Course Opening	**Suggested: a day before classes start**
Questions about the Course	**You may contact your department chair.**
Assistance with Digital Learning	**See some useful information here. You may contact Digital Learning (digitallearning@fitchburgstate.edu)**
Syllabi Archival	**SGOCE will request a copy of your syllabus every term. You may also send them to SGOCEOperations@fitchburgstate.edu**
Online Education Standards and Best Practices (OESP)	**Consider completing this online training module. The module is available on Blackboard and those who complete it will receive a certificate of completion.**