FCET My.Seneca Online Instructional Presence Checklist

Course Availability

□ I've made all my current courses listed in the My.Seneca Subjects Module available to students.

Welcome Announcement

□ I've added a welcome announcement in all my current courses.

Course Information

□ I've posted a link to the course outline, and posted my addendum listing the assessments/assignments, and schedule in each of my current courses.

Faculty Contact Information

□ I've added my faculty contact information (e.g., Seneca email address only) in each of my current courses.

Grade Centre

□ I've added columns for each assignment/assessment in the Grade Centre for each of my current courses and made them available to students to view. (*Note: Seneca policy states that you must hide final exam marks and final course marks from your students until after promotion meetings).