

# GeorgiaOnMYLine Faculty Checklist

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The following checklist will help you with all the tasks and requirements needed for teaching a GOML course. This checklist assumes that your department chair / program director has already notified the appropriate staff that you are the instructor of record for your course(s). Please visit the companion site to this document for more information: <http://online.georgiasouthern.edu/GOMLfacultyInfo.html>

## Before the course begins

<ul style="list-style-type: none"><li>- Obtain your GOML Vista login information (this will be emailed to you if you are new, otherwise, you should already have this).</li><li>- Confirm login at <a href="http://goml.view.usg.edu">http://goml.view.usg.edu</a>. Report problems to col@georgiasouthern.edu</li></ul>
<ul style="list-style-type: none"><li>- Obtain your GOML Portal login information (this will be emailed to you if you are new, otherwise, you should already have this).</li><li>- Confirm login at <a href="https://register.georgiaonmyline.org/secure/staff/staff.aspx">https://register.georgiaonmyline.org/secure/staff/staff.aspx</a>. Report problems to col@georgiasouthern.edu</li></ul>
<ul style="list-style-type: none"><li>- Build your GOML Vista course with appropriate content and modules. For tips on online course design, visit <a href="http://academics.georgiasouthern.edu/col/id/">http://academics.georgiasouthern.edu/col/id/</a></li></ul>
<ul style="list-style-type: none"><li>- Review the GOML Calendar and familiarize yourself with important semester dates: <a href="http://online.georgiasouthern.edu/GOMLCalendar.html">http://online.georgiasouthern.edu/GOMLCalendar.html</a></li></ul>

## First week of the course

<ul style="list-style-type: none"><li>- Verify attendance for students who have attended your course. Instructions can be found at: <a href="http://online.georgiasouthern.edu/GOMLfacultyInfo.html">http://online.georgiasouthern.edu/GOMLfacultyInfo.html</a></li></ul>
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## After the course ends

<ul style="list-style-type: none"><li>- Prepare and post Final Grades for students. Instructions can be found at: <a href="http://online.georgiasouthern.edu/GOMLfacultyInfo.html">http://online.georgiasouthern.edu/GOMLfacultyInfo.html</a></li></ul>
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