



## Getting Started Worksheet

After reviewing the information provided on NETnet's **Getting Started** unit of the **Introduction** module, print this worksheet and fill in as much of the information as you can. You can add to the worksheet as you collect more information.

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### Materials

I have the following materials:

- The syllabus from my existing course.
  - A list of reading materials for my class (URL's, textbooks, handouts)
  - A list of supplemental materials (videotapes, pictures, audio files, etc.)
  - A list of the resources available to me and my students (library, technical, NETnet, etc.)
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### Course Needs Assessment

What external factors verify the need for my course?

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What factors led to the instructional need?

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What past experiences indicate that my course can meet this need?

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\_\_\_ I have looked at syllabi for other distance courses using the links on the NETnet website. I found the following courses/ideas useful:

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**Teaching strategies**

How can my teaching strategies be adapted to the distance education environment?

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Which of these activities/strategies might have to be replaced or significantly altered when I change the delivery method?

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What new activities could replace them?

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Can my course be delivered effectively at a distance?

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**Audience Characteristics**

Age

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Background

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Interests

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Educational level

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Location

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Time constraints

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Technology (to what level of technology do students have access?)

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Resources - library, tech support (hours; when is support available to students?)

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Students will apply the knowledge gained in the course to their lives by:

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**Technological considerations**

To take the course, students will need the following technology: (e.g., PowerPoint, MSWord, REALPlayer, etc.)

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I have emailed my server administrator and asked what I need to know to implement any special capabilities of our server.

I have emailed my server administrator and asked for space on the server for my website and have received the URL so I can publish my course home page.



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**Materials distribution**

I will distribute reading materials, videotapes, handouts, etc. to my remote or online classes by:

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I will collect assignments and tests by:

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**Copyright issues**

I have read the article on copyright law for distance learning found on the NETnet website.

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**Privacy issues**

I will not use student pictures or full names on my website without signed permission.

I have checked to see whether my institution has a contract for students to sign agreeing to be videotaped in an ITV course.

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**Evaluation tools**

I have viewed the evaluation tools on the NETnet website before beginning to design my course.

