Appendix A: A checklist of requirements to manage expectations

	Yes
Course planning and preparation *Prior instruction* Do you give clear course instructions to students? Do you orient students and give them comprehensive information about the tools and platforms? Do you share the navigational tips with students? Do you identify and clarify the objectives of the course in detail? Do you create a calendar for the assignments? Do you introduce external audio or video resources to familiarize students with the course? Do you provide an introductory session for students to get to know each other? *While instruction* Do you remind students of the upcoming deadlines? Do you sort the uploaded material from the most recent to the least? *After instruction* Do you reach out to your students and ask them how they are doing? Do you arrange one-on-one meetings with students when they need help? Do you encourage students to text you or email you when they need help?	
Course delivery Do you present the information in an attractive way? (e.g., using visuals, audio resources, etc.)	

Do you use social networking sites to post the content? Do you post the content with links to useful supplementary materials and resources? Do you post announcements and updates daily/weekly? Do you engage students in different online activities? (e.g., props, brainstorming, etc.) Do you encourage written conversations (live chats)? Do you provide a friendly and safe environment? Do you encourage students to connect with each other? Do you encourage students to help each other when they need help? Do you form learning teams to make the activity interesting? Do you encourage students to participate in the discussion forums? Do you monitor online discussion forums? Do you model critical thinking in how to reply? Do you acknowledge volunteers' contributions to discussions? Do you ask students for their individual choices and their special topics of interests? Do you ask thought-provoking questions? Do you keep the discussions focused to avoid divergence? Do you provide proper and timely feedback? Do you encourage students to give feedback to each other? Do you clearly present word limit, number of postings, etc.?	

Do you encourage students to comment on each other's posts within a short amount of time? Do you finish the class with summarizing the main points and highlighting the matters discussed on the forum?	
Course assessment Do you assign different score scales to diverse activities? Do you divide the assignments into two or three phases? Do you use plagiarism detectors to avoid plagiarism? Do you ask students to write a reflection on their work? Do you give oral exams? Do you give timed online quizzes? Do you provide self-assessment and peer-evaluation options? Do you use clearly defined rubrics which specify target performance criteria? Do you encourage students to co-create the scoring rubric with you? Do you provide available examples of previous work to students?	