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**Facilitator’s Guide**

To support those who copy your course from the Distinguished Course Repository (DCR), please complete the “*Facilitator’s Guide”* below.This guide should identify elements of your course that might need to be updated when the course is implemented by another faculty member. Such elements may include specific journal citations, web links to outside resources, textbook editions, etc. The completed guide should be no more than one page. Please upload this guide along with the syllabus for your course when you submit your course to the DCR for consideration.

**Facilitator’s Guide**

**Course Author:**

**Prefix, Number, and Title of Course:**

**Paragraph and/or List of Elements for Updating:**

**Syllabus Components for Updating (as appropriate):**

**Other Considerations for this Course:**

**If you copy this course, please remember to**

* Check that all web links are still active.
* Update due dates in syllabus and D2L calendar.
* Add your profile information to the Course Homepage
* Update your profile information in the instructor information section of the syllabus.
* Write a welcome announcement. (Recommended: Make and caption a video as part of the welcome announcement.

**No more than 20% of a DCR courses may be revised. More than 20% revision requires a course review. To request this review, please refer to your college’s** [**Digital Learning Policy**](https://cia.kennesaw.edu/digital-learning/policies.php) **and get support as needed from a** [**DLI Instructional Designer.**](https://dli.kennesaw.edu/)