

## Instructor Responsibilities

### ***An FNC Distance Learning instructor must...***

1. Login every day, including Saturdays, Sundays and holidays for the duration of the course.
2. Classes must be ready 48 hours prior to the start day.
3. Post at least one announcement, two lectures, and one assignment per week.
4. Answer each question posted by students on the Questions & Concerns forum. Questions via email must also be answered within 24 hours time frame. Copies of your responses and/or messages should be kept for your records.
5. Grades must be posted within a 72 hours time frame in the Blackboard Results Center and detailed, informative comments (feedbacks) should also be posted for grades given to students.

***NOTE:*** *Our students work hard to complete assignments and they deserve a comment*

6. Submit the Final Grade Report the last course day (according with the official College Calendar).
7. Visit (at least twice a week) the FACULTY LAIR and check for updates.