Educational Technology Course Checklists

A good checklist ensures that you are keeping track of all of the items requiring technology that can have a big impact on your remote teaching and students' learning, the little details that can easily get lost in all of the big actions required to transition your face-to-face course to remote delivery. The following *"Get Ready"*, *"Confirm You're Ready"*, and *"Keep Ready"* checklist approach will help you keep track of all assets (videos, lecture files, resources, *etc.*,), activities (group work, assignments, labs or simulations, *etc.*,), and assessments that you might want to implement in your course. This is by no means an exhaustive checklist, but it is a good place to start.

GET READY	CONFIRM YOU'RE READY	KEEP READY
Plan course design **2-3 months before classes** start to help *create, build,* and *implement* your course	Pre-Course items to consider **2 weeks before classes** start for successful *implementation*	Course items to check **at start of course, throughout the course, and the last 2 weeks** of classes
☐ Review the Getting Started section of Remote Teaching & Learning (R-T&L) site to get ideas flowing!	☐ Send Course Welcome Video message (especially important as students might otherwise not *"meet"* you!).	☐ Post Welcome msg, Orientation & Getting Started msg in prominent location in your course, *e.g.*, home pg. Students who register late might miss these.
☐ Review the My Teaching Scenario section of R-T&L site; situate your teaching in Ed-Tech context.	☐ Course Orientation & Getting Started message to send shortly after Welcome and before 1st class	☐ Consider copying the Orientation and Getting Started message as the first Module in your course. , e.g. Module "0" with visuals, screen captures to guide students (more than just a message).
☐ Note ideas that are relevant, match teaching style, preferred strategies, and context in which you teach.	☐ Consider posting a Course Honour Code of Conduct in a prominent location in your course.	☐ Consider posting information/map out what a *"typical"* week looks like in your course, especially if you are using primarily asynchronous approaches.
☐ Use the Match your Pedagogy to Tools resource in the OpenEd Ed-Tech toolkit to match tools to instructional needs and learning goals.	☐ Post syllabus, text and other resources (especially links to any ed-tech tools, publisher tools, virtual labs/simulations, *etc.*, and any documentation needed for how and when to use these resources).	☐ Schedule a virtual check-in meeting in the 1st or 2nd week to see how students are adjusting; a live session will increase instructor social presence.

GET READY	CONFIRM YOU'RE READY	KEEP READY
☐ Use the Remote Course Planner resource in the OpenEd Ed-Tech toolkit to **plan** course at high-level.	☐ Provide clear communication about course expectations: how and when you expect students to participate.	☐ Set up Dropboxes, Quizzes. and other assessments in CourseLink. Avoid email submissions and keep everything within the UofG LMS.
☐ Consider tools you already use and ones you'd like to use (*e.g.,* you use CourseLink but haven't tried lecture videos).	☐ Provide guidance on your expectations for course communication: distinction between email communication, discussion board, other, *etc.*	☐ Set up your course Grade book in CourseLink.
☐ If you need more help thinking about the big picture, schedule a consultation to meet with Instructional Technology Specialists.	☐ Plan for where you will post/host large resource files (*e.g.,* videos).	☐ Set up Intelligent Agents to track student performance and plan outreach for at-risk students
☐ Plan a schedule to **create** course assets so you can later import and **build** them into CourseLink (give ample time!).		☐ Check that your course navigation is logical, consistent, and efficient throughout (this helps students stay on track).
1-2 months before classes begin…		☐ Check that all course links work, go the correct/intended location and that there are no broken or outdated links.
☐ Set up course in CourseLink. Try our new template available in the OpenEd Ed-Tech toolkit; just add to it or delete what you don't want.		☐ Plan to send frequent reminders about due dates (this helps students stay on track; remote teaching & learning is new for many students too!).
☐ Use your Remote Course Planner to verify that you've included all you want to or cut out unnecessary assets.		☐ Provide course or University update as you receive them; keep students informed in timely manner as this helps relieve stress.

GET READY	**CONFIRM YOU'RE READY**	**KEEP READY**
☐ Check our Ed Tech Toolkit for anything else that might help refine course.		☐ Set up a Discussion Board so students can report any technical or Ed-Tech problems (this will help keep course communications out of your email box).
☐ Schedule a consultation if you need help with the finer details.		☐ Consider a ½ way check-in survey around week 6 so students can provide formative feedback on course, leaving time for any necessary or critical adjustments. (OpenEd staff can help!)
☐ Consider sending students an email message that you are building a course for them and you'll be in touch approx. 2 weeks before classes start with *"getting started instructions"*.		☐ Plan to conduct your usual end-of-term activities in CourseLink (*e.g.,* updating Grade book)

Use these checklists for course specific and/or instructor specific items to do.

OTHER *GET READY* ITEMS…	OTHER *CONFIRM YOU'RE READY* ITEMS…	OTHER *KEEP READY* ITEMS…
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