Instructor checklist

For courses in the School of Public Health & Social Policy, UVic

This checklist outlines best administrative practices when instructing an online course using CourseSpaces. If you are unsure on how to complete any of these items, please contact CourseSpaces administrative staff at phsponline@uvic.ca or phspmgr@uvic.ca.

Prepare for your course

- Review Instructor Resource Guide (insert link)
- Contact the PHSP Administrative Assistant at phsp@uvic.ca to order your textbook(s) if using, or respond to call for texts from the Administrative Assistant
- Complete the CourseSpaces tutorial (online)
- Optional: Attend in person CourseSpaces workshop if available (http://www.uvic.ca/til/)
- Optional: Attend teaching workshop at Learning and Teaching Centre if available (https://www.uvic.ca/learningandteaching/)
- Create your syllabus (course outline) or update the previous syllabus provided by PHSP staff
- Provide syllabus as a Word doc to phsponline@uvic.ca as soon as complete. The CourseSpaces Assistant will format your syllabus into the PHSP template, and include Faculty of Human and Social Development required components regarding academic integrity, grading, etc.

Your syllabus must contain the following information. Your syllabus is essentially the contract with the student for completion of the course.

- Instructor name and contact information
- TA information if there is a TA for your course (typically only for large on campus sections)
- Your preferred communication method for students to use (email, phone, text…)
- Office hours (minimum two hours per week)
- Your response time, i.e. “I will get back to you within two calendar days....” or whatever your preferred time frame is.
- Your expected notification time from students, i.e. “if you require an extension to an assignment due to illness or extenuating circumstances please let me know before the assignment is due, or asap after. A medical note may be required” or whatever your parameters are.
- Your requirements re late assignment submission such as a daily or weekly penalty (5% per day, or similar)
- Course Calendar description
- Course Overview and Objectives
- Required texts/ readings
- General course information (online, blended or on campus, room, time, etc.)
- Evaluation methods including percentage of final grade identified for each component or assignment with corresponding due date
- Clear articulation of the requirements for each evaluative component (evaluation rubrics)
o Identification of which components/assignments are required to successfully pass the course
o In the case of Practicum, clear identification of hours required & completion date; evaluative process
o In the case of COM/F courses, please include the criterial for a PASS
o Expectations related to English usage and referencing system (e.g. APA) if this is an expectation
o Any requirements for your course that you wish to enforce, such as, if you are including required but ungraded components, you should specify that ungraded components, such as introductions, are required to pass the course. Or a note, stating that all components must be attempted in the course, to pass the course. Or, that online attendance/participation is required to pass the course. Be as clear as possible about your expectations, in writing.
- Please ensure spelling, grammar and dates are correct in the syllabus and throughout the Course site.
- Update and review assignment settings and dues dates for accuracy in the syllabus, and on the Course site.

☐ If you are including an assignment that requires Human Research Ethics Review, please see link and complete the ethics review form for a class assignment (relevant if you require participant observation or similar type assignment) [https://www.uvic.ca/search/q/web.php?q=Ethics+Review+for+Class+Assignments&t=4&p=1&g=true]

☐ Refer to the Instructor Resource Guide [http://www.uvic.ca/hsd/publichealthsocialpolicy/faculty-staff/faculty/facultyresources/index.php] to review the Essential Elements in a Syllabus that will automatically be provided by the Course Spaces Assistant (includes Grading Scales and Grade Review policies, Academic Integrity Statement, Resource Centre for Students with a Disability link, Diversity Statement, Academic Concession rules regarding course drops, deferrals, extensions, etc., Professional Conduct and Practicum requirements, BC Freedom of Information and Privacy policy).

☐ Liaise with CourseSpaces assistant at phsponline@uvic.ca to ensure the Grade Book in Course Spaces is correctly set up to reflect assignments and grading components. **Note:** in PHSP we grade EACH assignment out of 100 in the CourseSpaces Gradebook.

☐ Review all links in your CourseSpaces site to ensure they are working and go where they should

☐ Obtain a class list from FAST close to the time your course starts. You can do this by signing in to My Page on the UVic website, choosing FAST from the online tools menu, then choose Student Reporting, then choose Course Info from top menu. Then choose Enrolment Summary from the Course Info menu. Enter the term in which your course occurs, such as 201609 and hit the green + sign. On far right enter CRN number for your course. Then hit execute report. You will get a list of students in your class. You can also choose to shift the info into an excel file that you can use for grading purposes or for other tracking. **Please be sure to access new class lists every 2-3 weeks in your course to track course adds/drops. The first 2-3 weeks in a course can see quite a shift in numbers.**

☐ Send an informational email to students welcoming them to the course, when it will be available for them (you can set this yourself in Course Spaces or ask the Course Spaces
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assistant phsponline@uvic.ca to do this for you. Please remind students about online help options which are clearly outlined for them in Course Spaces. You are the student’s first contact for help. If students need technical assistance they must contact the online help option clearly outlined on their Course Spaces main page. Technical help for instructors is provided by the Course Spaces assistant in the first instance and then online help if necessary. Please note the CourseSpaces assistant does not provide technical help to students, only instructors.

☐ Suggest students complete the online orientation to using Course Spaces if they are new to CourseSpaces.

☐ Provide the CourseSpaces Assistant with information and links that may be problematic so that any required troubleshooting can be done prior to course starting (online exam questions, special formal or file size issues, etc.)

After your course starts

☐ Encourage students to provide feedback via the Feedback icon on CourseSpaces regarding the design of the Course site and their ease of navigation using Course Materials. This way you can “tweak” and make improvements as necessary.

☐ Check in with CourseSpaces Assistant phsponline@uvic.ca about any Grade Book issues after entering grades for the first assignment. This will avoid any issues at the end of the course.

☐ Obtain a new class list from FAST every couple of weeks.

☐ Attend PHSP Instructor check in approximately 3 weeks into the course. This is always available in person or by teleconference and you will be notified.

Midterm

☐ Ask students to provide feedback on how the course is going using CourseSpaces feedback icon.

☐ Begin endorsement of online Course Experience Survey that occurs end of term.

☐ Make sure you have marked and returned at least one assignment and/or quiz worth 15% or more of the final mark by the academic drop date. This must include some written feedback as to how students met/did not meet grading criteria. Academic course drop dates are Oct 31, Feb 28 and June 30.

☐ Check on the grading deadline which is typically one week after the last day of class, or after the due date of the last assignment.

End of course

☐ Remind students to complete the online link to the Course Experience Survey.

☐ The Grade Book in Course Spaces is not the final destination for grades. Your final grades must be entered into FAST and sent to the grade approver in the School, which is the current Director. When you log into FAST you will see the Student Grades tab on the top menu. If you choose this the courses you have the option to grade will come up. You enter your % grade for each student and save. Then choose the Director’s name from the grade approver menu. Then submit for approval. Any students not completing the course due to a short extension or other extenuating circumstances, please contact the Program Manager asap, phspmgr@uvic.ca.

☐ Attend the end of term PHSP instructor check in. This is always available in person or by teleconference and you will be notified.

☐ Thank you for teaching with us!