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 the Instructor Resource Guide on the PHSP website, under Faculty and Staff, Faculty Resources
☐ Contact the PHSP Program Assistant at phsp@uvic.ca to order your textbook(s) if using, or respond to call for texts from the Program 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 using the REQUIRED template provided by PHSP staff (see also guidelines below)
☐ Provide syllabus as a Word doc to phsponline@uvic.ca as soon as complete, and no later than five weeks prior to course start. The CourseSpaces Assistant will enter your course information into the CourseSpaces “green book”, and will automatically include PHSP and Faculty of Human and Social Development required components regarding academic integrity, grading, etc.
☐ Your syllabus MUST contain the following information as the document is essentially your and the University’s contract with the student for completion of the course. The order of the information below matches the required syllabus template.
   o Course title
   o Instructor name and contact information including email address
   o TA information if there is a TA for your course (typically only for large on campus sections)
   o Office hours (minimum two hours per week)
   o Your preferred communication method for students to use (email, phone, text…)
   o Your response time, i.e. “I will get back to you within two calendar days…. ” or whatever your preferred time frame is
   o Short instructor biography if desired
   o Course Calendar description – this will be provided; please do not alter
   o Course Overview and Objectives (paragraph)
   o Course format such as online, face-to-face, blended, room, time, etc.
   o Weekly Objectives & textbook info (if using); other readings/resources – as bullet points; link to core competencies/program level objectives
   o Pre or co-requisite courses (will be provided if there are any)
   o Any other notes
   o Assignment summary & number of assignments
- Evaluation methods including percentage of final grade identified for each component or assignment with corresponding due date
- Required wording in relation to minimal pass requirements for the course (see template)
- Required information about Online Discussions (see template)
- Required information about Extensions (see template)
- Required information about late penalties (see template)
- Detailed assignment descriptions that include identification of Essential Learning Requirements (ELRs); see syllabus template for suggested wording. This may include any requirements for your assignment or course that you wish to enforce, such as, required but ungraded components. You should specify that ungraded components, such as introductions, are required to pass the course if this is the case. Or that group work is 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. Some suggested wording is provided in the syllabus template.
- Clear articulation of the requirements for each evaluative component (evaluation rubrics)
- We suggest repeating your expectations re: ELRs multiple places in your course, i.e., in the syllabus green book, in the assignment information and in the top administrative block of the course site.
- In the case of Practicum, clear identification of hours required & completion date; evaluative process
- In the case of COM/F courses, please include the criteria for a PASS
- Expectations related to English usage and referencing system (e.g., APA) if this is an expectation; if this is not an expectation, please state
- Please ensure spelling, grammar and dates are correct and consistent in the syllabus and throughout the CourseSpaces site – this is the instructor’s responsibility
- Update and review assignment settings and due dates for accuracy in the syllabus, and on the CourseSpaces site, in particular the Grade Book.
- 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, interviews, or similar type assignment) https://www.uvic.ca/search/q/web.php?q=Ethics+Review+for+Class+Assignments&t=4&p=1&g=true
- Consult the Instructor Resource Guide, to familiarize yourself with the Essential Elements in a Syllabus that will automatically be provided in the syllabus template by the CourseSpaces Assistant (includes Grading Scales and Grade Review policies, Academic Integrity Statement, Centre for Accessible Learning link, Academic Concession rules regarding course drops, deferrals, extensions, etc., Professional Conduct and Practicum requirements, BC Freedom of Information and Privacy policy, etc).
- Liaise with CourseSpaces Assistant at phsponline@uvic.ca to ensure the Grade Book in CourseSpaces is correctly set up to reflect assignments and grading components. Note: in PHSP we grade EACH assignment out of 100 in the CourseSpaces Gradebook.
Consult with the PHSP subject librarian Carol Gordon, cijgordon@uvic.ca regarding all readings and resources used in your course, to ensure Copyright compliance. Carol is very helpful and will put items on the reserve system (ARES) to ensure Copyright compliance. **Please refrain from placing PDFs of documents on your CourseSpaces site – links are best.**

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 people and numbers. **For this reason any groups for group work should not be set up until week 3.** You can also email your entire class, from the class list, using the mail icon.

Send an informational email to students welcoming them to the course, and indicate when the CourseSpaces site will be available for them. Please remind students about online help options which are clearly outlined for them in CourseSpaces. You are the students’ first contact for help. If students need technical assistance, they must contact the online help option clearly outlined on their CourseSpaces main page and provided for you in the syllabus template. Technical help for instructors is provided by the CourseSpaces 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 CourseSpaces 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 (e.g., online exam questions, special format 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 CourseSpaces site and ease of navigation using CourseSpaces materials. This way you can “tweak” and make improvements as necessary.

Respond to any student accommodation letters you receive from the Centre for Accessible Learning (CAL) for individual students; it’s a good idea to connect with each student by email to review their needs and expectations, and to create a written accommodation agreement with students so that students are clear what the expectations are for their performance. As noted in the syllabus template, extensions and late penalties should typically be the same for all students, including those with CAL accommodations.

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

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 one week after the due date of the last assignment.
☐ Connect with Program Manager about “MIA” students to see if they have dropped the course or if there are difficulties.
☐ Refer a student to CAL if they request an accommodation from you without an official notification from CAL. This would apply when it seems an official accommodation would support student learning in an ongoing way, if they want to share medical documentation with you, if they frequently request extensions or academic concessions for ongoing health or medical concerns, or disclose a medical or health condition that affects their academic work. This is not required for “one-off” requests for assignment extensions due to non-chronic illness or situation.

End of course

☐ Remind students to complete the online link to the Course Experience Survey.
☐ The Grade Book in CourseSpaces 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 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. If there are 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 and invited.
☐ Thank you for teaching with us!