Course Beginning Checklist

Goal: Complete this checklist as you work through projects.

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# For Standard IDF Projects

## Project Assignment

PM’s office sends out an introductory email to the instructor, cc’ing the ID.

PM’s office sets up course folders on the [Course Projects\_GRP](https://saskpolytech.sharepoint.com/sites/2020-21CourseProjects_GRP/) Sharepoint

ID requests access to rev or dev shell in Brightspace cc’ing the ID PH and instructor. See [Rev/Dev Request Template](https://saskpolytech.sharepoint.com/:w:/r/sites/IDDefaultPages/Shared%20Documents/General/Course%20Planning%20Docs/CMP%20GDA%20Request%20Templates/RevDev%20Request%20Template.docx?d=w99d4d677a8c24b1484b73bf83f2f493a&csf=1&web=1&e=elCV5J).

Sync your course’s folder to your Sask Poly folder

Check that the course shell is correct.

Set up an initial meeting with your instructor to introduce yourself, address any questions they may have, and set up the next steps (course planning meeting, touch base with them in the future when they are ready to get started etc.).

Request the approved course outline from the instructor and confirm its validity.

Fill in appropriate sections of [1. Course Development Info.xlsx](https://saskpolytech.sharepoint.com/:x:/r/sites/IDDefaultPages/Shared%20Documents/General/Course%20Planning%20Docs/1.%20Course%20Development%20Info.xlsx?d=we4f3aa9a7f2440f7859d2e5ae192bdc0&csf=1&web=1&e=ermCoI) found in the [Course Planning Docs](https://saskpolytech.sharepoint.com/:f:/r/sites/IDDefaultPages/Shared%20Documents/General/Course%20Planning%20Docs?csf=1&web=1&e=DPDVFr) folder, using the information from the course outline. (The course planning docs are numbered in the order you will use them.)

## Front End Meeting

Get to know your instructor

Give overview of workflow and process:

* [Quality Standards for Courses in D2L Brightspace](https://saskpolytech.sharepoint.com/sites/LT/ID/SitePages/What-we-do.aspx)
* Backwards design
* Blueprint
* CMP LO doc (sample and/or template)
* SME-ID\_sharing\_folder
* Media requests
* Expert review

Go through [1. Course Development Info](https://saskpolytech.sharepoint.com/:x:/r/sites/IDDefaultPages/Shared%20Documents/General/Course%20Planning%20Docs/1.%20Course%20Development%20Info.xlsx?d=we4f3aa9a7f2440f7859d2e5ae192bdc0&csf=1&web=1&e=ermCoI) document with the instructor.

Share the instructor/ID sharing folder with the instructor. If they are uncomfortable with the sharing folder, encourage them to connect with an LT trainer for support.

Mention the change management process for scope change (e.g. a new outcome is added) will have to go through the project manager.

Discuss meeting frequency and set up the next meeting or if applicable, ongoing weekly/biweekly meetings.

Ask: “Is there anything else that I should be aware of?”

Discuss with the instructor their responsibilities for the next meeting.

You may choose to send a follow-up email to the instructor including anything you both agreed to do. Additional information may include the following:

* Brightspace Courses of Interest
  + Creating Curriculum for Online Courses
  + Library and Learning Services 200
  + Instructor Orientation to Online Course Development
  + Online Toolkit Technical Reference
* Support available to them
  + Connect with a [librarian](https://library.saskpolytech.ca/library_liaisons.aspx) and the [Copyright office](https://saskpolytech.sharepoint.com/sites/libraries/copyright/SitePages/Home.aspx) to help find resources for content development, APA support, and information/recommendations on copyright-related items
  + Connect with an [LT Trainer](https://saskpolytech.sharepoint.com/sites/LT/LTT/SitePages/Contact-Us.aspx) to assist with any instructional technology questions
* Potential Timeline for Course Development.
* Remind them to determine an expert reviewer.
* Anything they need to have prepared for your next meeting.
* Consider areas of focus that you’d like to discuss with your instructor.

## Blueprinting Meeting

Share the [Quality Standards for Courses in D2L Brightspace](https://saskpolytech.sharepoint.com/sites/ILDC/ILDC%20SharePoint/Forms/AllItems.aspx?id=%2Fsites%2FILDC%2FILDC%20SharePoint%2FSitePages%2FFaculty%20Development%2FFaculty%20Assessment%20Process%2FQuality%20Standards%20for%20Courses%20in%20D2L%20Brightspace%20%2D%202021%2Epdf&parent=%2Fsites%2FILDC%2FILDC%20SharePoint%2FSitePages%2FFaculty%20Development%2FFaculty%20Assessment%20Process) with instructors to help guide your work together. You can also save it to your Instructor-ID sharing folder for easy access.

Begin filling out the [2. Blueprint](https://saskpolytech.sharepoint.com/:w:/r/sites/IDDefaultPages/Shared%20Documents/General/Course%20Planning%20Docs/2.%20Blueprint.docx?d=w53309e0d98834879888e8ed4cfa70799&csf=1&web=1&e=zoOhEW) document for the first LO with the instructor.

## Content Development

Explain the formatting of the LO doc to your instructor. You can use the [ID\_LO-CMP-FormatModel](https://saskpolytech.sharepoint.com/:w:/r/sites/IDDefaultPages/Shared%20Documents/General/Course%20Planning%20Docs/ID_LO-CMP-FormatModel_20221003.docx?d=wd1014e9aec384cad817b593bd89df4dd&csf=1&web=1&e=Ig8kv0) document as a template. You may also show the Brightspace comparison in the Standard Pages in the [idexamples\_sandbox](https://online.saskpolytech.ca/d2l/le/content/21168/Home).

Work through the formatting of the first LO with your instructor as that will be the prototype for the following LOs.

Review the timeline and responsibilities for development of this LO with instructor.

When the LO has been finalized, [onboard the expert reviewer](https://online.saskpolytech.ca/d2l/le/content/159567/viewContent/6836230/View). (The expert review may happen after each LO using a copy of your prepared Word document or once all content for the course is uploaded to Brightspace.)

Once the review is done, go over the feedback with your instructor and make any desired changes.

Submit a CMP ticket and any accompanying GDA and/or WebDev tickets for the LO to be published.

Return to Blueprinting and repeat for the next LO.

## Course End Checklist

Complete the [4. Course End Checklist](https://saskpolytech.sharepoint.com/:w:/r/sites/IDDefaultPages/Shared%20Documents/General/Course%20Planning%20Docs/4.%20Course%20End%20Checklist.docx?d=w9109f199650f4ff38622f7580804afcf&csf=1&web=1&e=K96Tpf) found in the [Course\_planning\_docs](https://saskpolytech.sharepoint.com/:f:/r/sites/IDDefaultPages/Shared%20Documents/General/Course%20Planning%20Docs?csf=1&web=1&e=DPDVFr) folder.

# For Consultations

PM may assign you a consult or an instructor may reach out directly.

Connect with the instructor.

Determine:

* Timeline
* Needs
* Scope

## Notes:

* You may still blueprint during consultations.
* CMPs, GDAs and Web Devs can be accessed for consults if they have capacity. Tickets need to be submitted under the instructor’s name.
* You may need to explain to the instructor that consults are different than the Integrated Development Funds (IDF) approved projects. Consultations are limited in scope and will be up to 20 hours of ID assistance per course depending on availability. These consultations are intended to guide and recommend faculty to support them with developing courses **on their own** using Brightspace.
* If there are multiple courses requested for consultations, then the amount of time provided by an ID may be adjusted to accommodate the prioritization of IDF approved projects during an academic year.

If you have questions at any time throughout the process, connect with your ID pair and/or ID Program Head.