

Course Progress Tracker Faculty Guide

Purpose of this document: To provide the faculty insight into why we are doing this pilot, and to provide the faculty member a starting point for informational language to share with students about this pilot.

Why We Are Doing This Pilot

We believe that students will feel supported in their learning when provided with a clear view to their assessment responsibilities, ie what assignments are upcoming or incomplete. Our pilot tests aim to validate an impact with students through repeated use of a progress dashboard & tracker and increased satisfaction.

Schedule

This schedule details the specific actions we are asking faculty to take, which will help us gather student feedback throughout the term.

Action #	Date to take action	Action
1	First day of course	Send out first announcement introducing Course Progress Tracker
2	First day of week two	Send out second announcement reminding everyone to try out Course Progress Tracker
3	First day of week four	Send out announcement asking for people to complete survey
4	Last day of week four	Send out reminder announcement asking for people to complete survey
5	Last week of course	<p>Student interviews should be scheduled for the first week after the course has concluded. Interviews will follow this format.</p> <p>Instructors are not responsible for scheduling interviews and will not be participating in the student interviews.</p>
6	After course concludes	An interview will be scheduled to collect your experience and observations as an instructor in a course using Course Progress Tracker.

Action 1

Topic: Introduction of Course Progress Tracker

Sender: Course faculty

Posting Location: Course Announcements

Time: First day of course

Hello, everyone. I'm happy to announce that during this course, we will be using a new tool called the Course Progress Tracker, which is designed to help you stay clear on upcoming assignments and when they are due.

The information on the Course Progress Tracker is private and customized for you. Only you can access the **Course Progress Tracker** via links on the course homepage and in the classroom Menu.

You will not be penalized or rewarded based on how you use (or don't use) the Course Progress Tracker. This is simply part of our institutions ongoing commitment to improving the online classroom experience for students.

Action 2

Topic: Reminder about Course Progress Tracker

Sender: Course faculty

Posting Location: Course Announcements

Time: First day of week two

Hello, just reminding everyone that as you are working through this course, you can use the new Course Progress Tracker, which is a tool designed to help you stay clear on upcoming assignments and when they are due.

The information on the Course Progress Tracker is private and customized for you. Only you can access the **Course Progress Tracker** via links on the course homepage and in the classroom Menu.

You will not be penalized or rewarded based on how you use (or don't use) the Course Progress Tracker. This is simply part of our institution's ongoing commitment to improving the online classroom experience for students.

Action 3

Topic: Survey Recruitment

Sender: Course faculty

Posting Location: Course Announcements

Time: First day of the 4th week of class

We are always trying to improve your experience and we're interested to learn how you have felt about using the Course Progress Tracker, so far. You can help us continue to improve the experience by taking this optional, 10-minute survey, even if you have not used Course Progress Tracker yet.

Everyone who completes the survey by the end of the course will earn a **\$10.00**

Amazon.com gift card.

[Start survey - 10 minutes](#)

This isn't mandatory or part of your grade. You will not be penalized or rewarded for your participation or for your responses. In fact, faculty will not see individual responses from students.

Interview Opportunity:

After completing this survey, you will be able to express an interest in being interviewed at the end of this course. The interview will be about your thoughts on what we should or shouldn't do to improve supporting student learning within courses. Everyone who is interviewed will receive a **\$25.00 Amazon.com gift card.**

Action 4

Topic: Survey Recruitment Reminder

Sender: Course faculty

Posting Location: Course Announcements

Time: Last day of the 4th week of class

If you have not yet taken the 10-minute survey about using Course Progress Tracker, please consider taking time today to share your thoughts.

Everyone who completes the survey by the end of the course will earn a **\$10.00**

Amazon.com gift card.

[Start survey - 10 minutes](#)

This isn't mandatory or part of your grade. You will not be penalized or rewarded for your participation or for your responses. In fact, faculty will not see individual responses from students.

Interview Opportunity:

After completing this survey you will be able to express an interest in being interviewed at the end of this course. The interview will be about your thoughts on what we should or shouldn't do to improve supporting student learning within courses. Everyone who is interviewed will receive a **\$25.00 Amazon.com gift card**.