Center for Excellence in Learning and Teaching
Research-Based Practices of Online Teaching
Workshop Checklist, February 2020

Module Tasks, Exercises, and Discussions	Due Date(s)
Start-up Tasks ❑ Study the Calendar and note all deadlines ❑ Print and read the syllabus ❑ Take the Syllabus Quiz ❑ Post any questions you have in the General Questions discussion forum ❑ Introduce yourself in the Introductions forum	**Syllabus Quiz Due 2/23** **First Posts Due 2/20 Discussion Closes 2/23**
1--Inspiration for Your Journey ❑ Read the article entitled "How Communities of Inquiry Drive Teaching and Learning in the Digital Age" ❑ Take the First Impressions Survey *after reading the article*. ❑ Watch the two, short videos ❑ Participate in the Module 1 Discussion forum	**First Posts Due 2/20 Discussion Closes 2/23**
2--Effective Discussion Forums ❑ Watch the linked video ❑ Select & study one of the resources from the Module 2 folder inside Readings & Resources, be prepared to summarize your selection ❑ Participate in the Module 2 Discussion Forum	**First Posts Due 2/26 Discussion Closes 2/28**
3--Best Practices in Course Organization ❑ Assess the extent to which your course/practice site adheres to the QM rubric recommendations by assigning a score to each item ❑ Write a paragraph describing your assessment of the way in which the course/practice site is organized; be sure to include your total score ❑ Post 2 questions for discussion in the Module 3 Discussion Forum ❑ Watch the video called 10 Myths about Online Teaching Online ❑ Submit your First Impressions Reflection assignment	**First Posts Due 3/2 Discussion Closes 3/4** **"First Impressions Reflection" is due 3/4**
4—Assessing Student Work ❑ Read "Alternative Assessment Methods for the Online Classroom" ❑ Explore one or more of the Assessment Resources ❑ Participate in the Module 4 Discussion Forum	**First Posts Due 3/7 Discussion Closes 3/9**
5--Reflections, Getting Help, and Working on Your Course ❑ Study the instructions for using the VoiceThread discussion tool ❑ Participate in the wrap-up discussion for Module 5 using VoiceThread ❑ Submit your Self-Assessment assignment ❑ Evaluate this workshop ❑ Continue to develop your own course and use the forum "Getting Help and Working On Your Course" if you need assistance	**First Posts Due 3/12 Discussion Closes 3/14** **"Self-Assessment" is due 3/14** **Complete workshop evaluation by 3/28**