Term Prep Checklist for Distance Education Course Instructors

Some things (like course revisions) will need to be planned well in advance, basically a full term before the one in which you intend to deliver the new content. Other things can be handled a couple of months before the start of term and a few things should be checked right at the start of term.

Here is a guideline/checklist which may be helpful to you.

1. Things to check **12 weeks – 14 weeks** before your course starts:
   - **Major course revisions** (sections of content, blocks, arrangement of content, media additions). Consult with your course developer at least 12 weeks prior to the start of the term in which you want to deliver the new content to develop a plan for making these revisions.
   - **Changes to textbooks and/or course readings**. The bookstore will need plenty of advance notice in order to make the required changes to custom course materials (readings). Please ensure your changes are to your course developer at least 3 months in advance where possible to avoid delays for students.
   - **Text orders**. If your text is changing, please notify your course developer asap as this often results in changes to the course site or other materials for students.   If there is no change, the Bookstore will order texts based on enrolment projections provided by the OLT.

2. Things to check **8 weeks** before your course starts:
   - **Instructor course package**. Susan Wong, Course Support Liaison (susan.wong@ubc.ca) will arrange for all instructors to receive a current copy of the complete course package where there are additional materials outside the course website. **For print based courses**, the Bookstore will send you a package prior to the beginning of the academic year (Sept) or your course start date. You will receive one package per year. If your course is revised, you will receive a new package. If you have any questions or did not receive a course package, custom course materials (CCM) or need updates, please contact Susan at the email address above.
   - **Course website revisions** (minor changes typically include links, course information (if a revision has taken place), instructor information and **course schedule**).
   - **Instructor info/ contact information.** If you are a new instructor or are changing your bio or contact information for students, submit to your course developer and Susan Wong (susan.wong@ubc.ca)   so that she can update any relevant course materials or student communications.
   - **Course outline.** Be sure to check your course outline (on the OLT website: http://olt.ubc.ca/distance_learning/ or linked to department

website) for accuracy. Submit any changes to your course developer or website administrator (if the outline is hosted on your departmental website).

3. Things to check **2 weeks** before your course starts:
    - **Exams.** If you have an invigilated exam as part of your course, you will typically receive notification from Enrolment Services near the start of term, to supply a new exam if your course has been running for a while or if they don't have more than one on hand. New exams will need to be submitted to Sheila Williamson (Sheila.williamson@ubc.ca) at least 6 weeks prior to the exam date to allow enough time to prepare for off campus students. Note: it is a good idea to provide at least 2 exams to ES, the first time you run the course and at least one revision each year following.
    - **Orientation to Online Learning.** All DE **online** students have access to this orientation site in WebCT (or Vista). It provides students an opportunity to orient themselves to online learning and to the course environment, including some of the tools they will likely use in an online course. If you want to have a look at the site, send your CWL (Campus Wide Login) to dethelpdesk@exchange.ubc.ca and request access to the orientation site.
    - **Review your course site and any relevant links.** This will be your opportunity to ensure that any previously requested changes have been made and that all links in the course are active and working.

4. Things to check at the **start of term**:
    - **Class list.** View your classlist from the Faculty Service Centre (https://ssc.adm.ubc.ca/fsc/servlets/SRVFSCFramework).
    - **Send welcome email to students.** Send a welcome email to students by using the email feature from the FSC. This is an important first step in building online rapport with your students and encouraging early login to the course.

5. Things to check at the **close of registration**:
    - **Class list.** Check your class list on the FSC against your WebCT (or Vista) class list after the close of registration to ensure that any students who have dropped are indicated as such on your list and denied access to your course site (your web programmer can help with this).
    - **Send a follow up email** to any students who have not yet logged into the course or whom you have not heard from.