



This schedule might change, but this is a good overview of the pace of the QOTL Work Group. Generally, all activities and initial discussion posts are due on the Friday of each week, and discussion post responses are due on the following Monday. Due dates may be shifted slightly to accommodate holidays and flex days.

Schedule

2/10-2/18*: Unit 1 – Getting Started with Canvas & Online Teaching

- **2/13 11am-12:30pm: Zoom Office Hours**
- Due Thursday 2/13*:
 - Unit 1: Discussion #1 - Introductions
 - Unit 1: Discussion #2 - Setting Intentions for Canvas Course Build & Meeting Peer Partners
 - Unit 1: Video Discussion #3 - Considerations for Fostering Online Student Success
- Due Tuesday 2/18*:
 - Discussion Peer Responses
 - Unit 1: Activity #1 - Customize your Dashboard, Set Up Your Profile, & Set Notifications
 - Unit 1: Activity #2 - Submit Your Revised Syllabus for an Online or Hybrid Course

**These due dates are shifted to Thursday/Monday to accommodate the recess for President's Day.*

2/19-2/24: Unit 2 – Course Design & Development (OEI Rubric Section A)

- **2/20 11am-12:30pm: Zoom Office Hours**
- Due Friday 2/21:
 - Unit 2: Discussion #1 - Who Are You Designing For?
 - Unit 2: Activity #1 - Review a Canvas Course Sample
 - Unit 2: Activity #2 - Apply the Rubrics
 - Unit 2: Discussion #2 - Applying the Seven Principles in your Course
 - Unit 2: Activity #3 - Create Modules & Module Overview Pages
 - Unit 2: Activity #4 - Create a Content Delivery Page (aligned with Rubric Section A)
 - Unit 2: Discussion #3 - Reflections on Course Design and Content Delivery
- Due Monday 2/24:
 - Discussion Peer Responses

2/25-3/2: Unit 3 – The 5 W's of Assessment (OEI Rubric Section C)

- **2/27 11am-12:30pm: Zoom Office Hours**
- Due Friday 2/28:
 - Unit 3: Activity #1 - Create an Assignment
 - Unit 3: Activity #2 - Create a Quiz
 - Unit 3: Activity #3 - Submit an Assignment
 - Unit 3: Activity #4 - Take a Quiz
 - Unit 3: Activity #5 - Grade an Assignment
 - Unit 3: Activity #6 - Grade a Quiz
 - Unit 3: Discussion #1 - Submit Your Assessment Plan
- Due Monday 3/2:
 - Discussion Peer Responses

3/3-3/9: Unit 4 – Accessorizing for Accessibility (OEI Rubric Section D)

- **No office hours this week due to Flex Day.**
- Due Friday 3/6:
 - Unit 4: Activity #1 - Make Your Module Overview Pages Accessible
 - Unit 4: Activity #2 - Create Course Schedule or Important Dates List (Tables)
 - Unit 4: Activity #3 - Download Screencast-O-Matic & Record a Video
 - Unit 4: Activity #4 - Sign Up for 3C Media, Enable 3C Media in Canvas, Upload and Publish Your Video
 - Unit 4: Video Discussion #1 - Share Your Top 3 Accessibility To-Dos
- Due Monday 3/9:
 - Video Discussion Peer Responses

3/10-3/16: Unit 5 – Managing Course Communication & Interaction (OEI Rubric Section B)

- **3/12 11am-12:30pm: Zoom Office Hours**
- Due Friday 3/13:
 - Unit 5: Activity #1 - Create a Welcome Announcement & Send to Students through Canvas
 - Unit 5: Activity #2 - Create a Discussion in Your Sandbox
 - Unit 5: Discussion #1: Create & Share Your Communication Example of Instructor Contact
 - Unit 5: Padlet Discussion #2 - Share a Student Contact Activity for the Beginning of Your Course
 - Unit 5: Discussion #3 -What is Presence?
- Due Monday 3/16:
 - Discussion Peer Responses

3/17-4/17: Final Course Build

- **3/19 11am-12:30pm: Zoom Office Hours**
- **3/26 11am-12:30pm: Zoom Office Hours**
- **4/2 – No office hours due to spring break**
- **4/9 11am-12:30pm: Zoom Office Hours**
- Due Friday 4/17:
 - Final Activity #1 - Submit Your Course for OEI Course Design Rubric Review
 - Final Activity #2 - Exit Survey