

INSTRUCTOR CHECK-INS: NOVEMBER

FINAL PROJECTS

WHAT AND HOW?



- Do you have a [final project](#) for your course (e.g., take-home exam, assignment, group project)?
- How have the details of the final project been explained to students (e.g., written assignment description, rubric, discussed in class)?
- Have you considered making a short [tutorial video](#) going through the final project, including your expectations, the rubric, possibly a sample, and how/when students may receive support for the project (e.g., review session, [office hours](#))?

COMMUNICATION

BE CONSISTENT



- Are you maintaining regular [communication](#) with your students (e.g., Monday morning messages, mid-week check-ins)?
- Are you still answering general student questions over email? Be consistent about how you answer questions & save time (i.e., only when they are posted to the Ask the Instructor forum)
 - See sample wording for reminder announcement and email response [here](#)
- Have you considered using [Poll Everywhere](#) or [Zoom polls](#) to get anonymous [feedback](#) from students on the content, pace, assessments, etc.?

COURSE PROGRESS

ARE YOU ON TRACK?



- Are you on track to cover all the content you had planned? Have you differentiated the 'need to have' VS 'nice to have' content just in case?
- Have you thought about how to condense or assign self-directed activities to save class time?
- If you're using pre-recorded lectures, how are you gauging student understanding at this stage?
- How confident are you the [learning outcomes](#) are being achieved? Do you find it easier or more difficult to get a sense of this aspect online?

WINTER IS COMING

THINKING AHEAD



- Are you teaching a winter course? Be proactive and think about [course design](#) now - [let us help!](#)
- If you're teaching the same course(s) again, how might you improve next term based on what worked and what didn't this time around?
- If you're teaching a different course, when are you planning to work on it? We are [here to help!](#) Check the [EDC Events page](#) regularly for workshops or reach out for [1-on-1 help](#) anytime
- No matter what you will teach next term, what have you learned or created this term that you can apply next term to improve the course?