

INSTRUCTOR CHECK-INS: DECEMBER

BRIGHTSPACE

GETTING STARTED



- We have [several options](#) to get you introduced to Brightspace, including an [asynchronous course](#), [workshops](#), and 1-on-1 [consultations with TLS Staff](#)
- We have Brightspace Support pages for [instructors](#), [teaching assistants](#), and [students](#)
- Check the [TLS Events page](#) regularly for upcoming sessions and the [Brightspace media channel](#) for recordings of past sessions
- Apply to the [Students as Partners Program](#) (SaPP) to have a student help you build your Brightspace course

COURSE WRAP-UP

ALMOST THERE



- Have you encouraged your students to complete course evaluations?
- Have you asked for [feedback](#) from your students as a group about the course?
 - This can be formal or informal, but anonymity ensures the most honest responses
 - At the end of a term, this feedback can be very valuable for planning future courses
- Have you scheduled a review class or set up a [forum](#) where students can ask questions relating to the final exam or project, if applicable?

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 been explained to students (e.g., written documents, [rubric](#), discussion 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](#))?

REFLECTION

HOW DID IT GO?



- What are some things that worked well this term? Why do you think these elements worked?
- Are you confident the course [learning outcomes](#) were achieved by your students this term?
- Which [educational technology](#) did you use for your course? How did it go?
- Is there anything you want to modify or improve for the next course you teach?
- Is there anything you would remove or approach very differently in the future?