

# INSTRUCTOR CHECK-INS: DECEMBER

## COURSE WRAP-UP

ALMOST THERE



- Have you encouraged your students to complete course evaluations?
- Have you asked for anonymous [feedback](#) from your students as a group about the course?
- Have you reminded students of the Dec. 11 [withdrawal deadline](#) for fall courses?
- Have you discussed the new [compassionate grading rules](#) with your students for this year?
- Have you scheduled a review class or set up a [forum](#) where students can ask questions specifically relating to the final exam or project, if applicable?

## FINAL EXAMS

WHAT, WHEN, HOW?



- Do you have a final exam?
  - Are you familiar with the best practices for [designing multiple-choice questions](#)?
- How should students best prepare for your exam?
- Will there be review sessions/extra [office hours](#)?
- How and when will students complete the exam?
  - E.g., [quiz](#) or [assignment](#) on cuLearn, take-home [exam](#), [video submission](#), [cuPortfolio](#)
- If using a cuLearn quiz, have you reviewed the [quiz settings](#) (e.g., how questions are presented, navigation options, review options, etc.)?

## REFLECTION

HOW DID IT GO?



- What are three things that worked in your course and that you would like to keep moving forward?
- What are three things 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?
- Are you following [@CU Teaching on Twitter](#)?
  - We will be dropping [bits of advice](#) and resources all month to get you [thinking](#) about course design for the winter term.

## TLS IS HERE

WE CAN HELP



- Looking for resources to browse on your own? Check out our [teaching online page](#) and/or [resource index](#), plus the Ctrl/Cmd+F feature, to find answers fast!
- Looking for workshops or to see how others approach online teaching? Check out the [EDC Events page](#) for upcoming events and the [TLS media channel](#) for recordings.
- Looking to connect for help or just to brainstorm ideas or solutions for your course, workload, etc.? [Connect 1-on-1 with us](#).