

# INSTRUCTOR CHECK-INS: JULY

## BRIGHTSPACE BASICS

### COURSE SETUP



- Did you know you can bulk edit [content](#) and [course start and end dates](#) for your course?
- [Customize your homepage](#) and decide what students see when they log in to your course
- Use our [Brightspace Support pages](#) and the [Brightspace Mediaspace channel](#) to navigate features at your own pace
- Check the [TLS Events page](#) for upcoming sessions or [book a 1-on-1 consult](#) to chat about your course setup or wrap-up needs

## COMMUNICATION

### BE CONSISTENT



- Do you have a clear [communication](#) plan for your course (e.g., Monday morning messages, mid-week check-ins)?
- Be consistent about how you answer questions and save time (e.g., only when they are posted to the Ask the Instructor [forum](#))
- Have you considered using [Poll Everywhere](#) or [Zoom polls](#), to get students involved in class (e.g., knowledge checks, Q&A)?
  - You can also use polls to ask students about content, pace and assessments

## COURSE PROGRESS

### STAYING ON TRACK



- Have you used [lesson plans](#) or mapped out activities, estimating time-on-task for each lesson, week or module?
  - This makes your expectations explicit regarding [what students should do and when](#), including how long it should take to complete
- Have you considered self-directed activities, or having students watch a [pre-recorded lesson](#) before meeting to discuss as a class?

## ASSESSMENTS

### WHAT, WHEN, HOW?



- Have you considered [alternative assessments](#) for your course (e.g., take-home exams, [video presentations](#), creative or reflective assignments)?
- Have you considered including graded [discussion forum](#) activities in your course?
- Do you have a final exam? How should students prepare? Will there be review sessions/extra [office hours](#)?
  - How might you [encourage more engagement](#) in office hours?