INSTRUCTOR CHECK-INS: OCTOBER

MIDTERMS

WHEN AND HOW?

- What kind of midterm assessment are you using (e.g., exam, quiz, assignment, interactive content (H5P), other)?
- Will you be using Scheduling and Examination Services for your exam?
  - Check out the SES Examinations Memo
- If using an online exam, is it timed? How did you decide on timing? Is it fixed, fixed within a range, or a range exam?
- What concerns do you have, if any, about your midterm assessment?

OTHER ASSESSMENTS

TYPE AND TIMING

- Have you considered alternative assessments (e.g., take-home exams, presentations, portfolios, interviews)?
- Do you have assessments where students must engage within a specified range of time? What is the range? How did you decide?
- Do you have untimed assessments this term? What types of skills or knowledge (i.e., learning outcomes) do they evaluate? For how long are these assessments available?
- What are you doing to uphold academic integrity with your assessments?

ONGOING FEEDBACK

OPEN LINES OF COMMUNICATION

- How well-attended are your office hours? If attendance is poor, how might you encourage more engagement?
- Have your students been offered the opportunity to provide feedback on the course?
- If you are working with TAs, have they offered feedback? Have they received it from you?
- What goals did you set out with in September (e.g., keep it simple, just get through it, create online community, or others)?
  - Have your initial goals changed at this point in the term?

PACING THE COURSE

ARE YOU ON TRACK?

- If you're using pre-recorded lectures, how are you assessing student engagement and identifying at-risk students (e.g., analytics on cuLearn, knowledge checks, regular participation through quizzes and forums)?·
- If you're using a synchronous approach, how are you finding the pace of your course? Are you on track to complete the content on time?
  - Did you work catch-up lectures into the schedule? If not, have you thought about which lectures could be condensed, removed, or made into self-directed lessons?