INSTRUCTOR CHECK-INS: APRIL

COURSE WRAP-UP

ALMOST THERE

- Have you encouraged your students to complete course evaluations? Will you set aside time during class or during the lesson for these?
- 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 EXAMS

WHAT, WHEN, HOW?

- Do you have a final exam? How should students prepare? Are you familiar with best practices for designing designing multiple-choice questions?
- If using a cuLearn quiz, have you reviewed the quiz settings (e.g., how questions are presented, navigation options, review options, etc.)?
- 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

REFLECTION

HOW DID IT GO?

- What are **three things that worked** in your course and that you would like to keep moving forward?
  - Why do you think these elements worked? Will this inform your future courses, either in face-to-face, online settings, or both?
- What are **three things you want to modify** or improve for the next course you teach?
  - Is there anything you could tweak slightly which would improve the course?
- Is there **anything you would remove** or approach very differently in the future?

BRIGHTSPACE

WHERE DO I BEGIN?

- We have several options to get you introduced to Brightspace, including an asynchronous course, a workshop, and 1-on-1 consultations with TLS Staff
- We have Brightspace Support pages, and D2L offers support through a 24/7 help desk and the online Brightspace Community
- Check the EDC Events page regularly for upcoming sessions and the Brightspace media channel for recordings of past sessions

TLS TEACHING AND LEARNING SERVICES