
2015/2016

UNIVERSITY OF TORONTO
SCHOOL OF CONTINUING STUDIES

Express Course Checklist



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SCHOOL OF CONTINUING STUDIES

Before Course Starts

✓	Timeline	Action	Troubleshooting	What to do/ Who to contact for support
	Upon hire or course assignment	<p>Activate UTORid</p> <p>(The School will email your UTORid and activation instructions)</p> <p>Support Guide Available</p>	<ol style="list-style-type: none"> 1. Email not received 2. Forgot to activate and cannot find instructions 3. Activated UTORid but forgot password 	<ol style="list-style-type: none"> 1. Contact your Program Administrator 2. Contact Student Services at 416-978-2400 3. Visit Robarts Library, Info Commons, 1st Floor, 130 St. George Street to reset password
	Upon hire	<p>Return Payroll/Tax forms to the School</p> <p>(new instructors only)</p>	Unsure where forms are located	<p>Forms include:</p> <p>Payroll Bank Authorization Form for Direct Deposit</p> <p>Ontario Tax Credits Return (TD10N)</p> <p>Personal Tax Credits Return (TD1)</p> <p>Contact your Program Administrator</p>
	2 months prior to course start	<p>Submit textbook information to Program Administrator</p> <p>Information required:</p> <ul style="list-style-type: none"> • Textbook Title and Edition • Author(s) • Required or Recommended • ISBN • Publisher • Year of Publication 	Unsure of textbook information	Contact your Program Administrator
		<p>Obtain Copyright clearance for course materials; print and online</p> <p>Copyright Permission Request form</p>	<ol style="list-style-type: none"> 1. Unsure if material requires copyright clearance 2. Clearance is expensive or may not clear in time for course start 	<ol style="list-style-type: none"> 1. Review Instructor Handbook section 2.2.4 copyright compliance 2. Contact your Program Director to discuss and be prepared to suggest alternative material

✓	Timeline	Action	Troubleshooting	What to do/ Who to contact for support
	1 month prior to course start	Sign and return Contract/Letter of Agreement (within 5 business days of receipt)	Contract/Letter of Agreement not received	Contact your Program Administrator
	3 weeks prior to course start	Submit Course Outline(s) and learner assessment plans to the School	<ol style="list-style-type: none"> 1. Unsure of format to use for submission 2. Having difficulty manipulating template or converting to electronic format 	<ol style="list-style-type: none"> 1. Contact your Program Administrator 2. Contact your Program Administrator <p>Note: Contact your Program Director to discuss substantive changes to the course outline</p>
		Request Multimedia/Audiovisual Services <u>AV Equipment Request Form</u>	<ol style="list-style-type: none"> 1. Unsure of how to submit an order 2. Hesitant to order services due to discomfort or unfamiliarity with the operation of equipment 	<ol style="list-style-type: none"> 1. Contact your Program Administrator 2. Contact your Program Administrator to discuss arrangement options
		Order Copying Services for course outlines/course materials <u>Photocopy Request Form</u> (Strongly encouraged to post outlines/ materials to UT Blackboard)	Unsure of how to submit an order	Contact your Program Administrator Note: Material must be picked-up at our office located on St. George St. Special delivery by courier can be arranged if you reside outside the Toronto area.
		Request Training for SCS Smart Classroom technology <u>SCS Smart Room Training</u> (if teaching at OISE/U of T, 4 th floor)	Have not attended training session or would like a refresher	Submit the online form. You will be contacted to arrange a training session.

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	2-3 weeks prior to course start	Populate Blackboard shell (if applicable) with course outline, material, instructions, etc.	Unsure how to upload materials or to use Blackboard's online tools	Contact Innovative Learning at elearning@utoronto.ca to arrange training/support
	3 weeks prior to course start, or when location has been booked	Receive Course Location Update email from the School (Go to My Access instructor login for classroom location) Support Guide Available	Did not receive email 5 business days prior to course start	Contact your Program Administrator
	5 days prior to course start	Receive course cancellation notification from Program Director (if applicable)	Follow up questions	Contact your Program Administrator
	4 days prior to course start	Send welcome communication to learners	<ol style="list-style-type: none"> 1. Unsure what to include or how to email the communication 2. Unsure how to post a communication in Blackboard 	<ol style="list-style-type: none"> 1. Contact your Program Administrator 2. Contact Innovative Learning at elearning@utoronto.ca
	2 days prior to course start	Receive an email from the School with room and A/V booking confirmations (if applicable) (For St. George Campus courses only)	Did not receive an email with this information	Contact your Program Administrator
	Just prior to first class	Print Class List and Attendance Sheet	Unsure how to access system	Go to My Access – Instructor Login and select the 'Course Management' tab

First Class

✓	Timeline	Action	Troubleshooting	What to do/ Who to contact for support
		<p>Check that students admitted to the classroom match the Class List</p>	<p>Learners do not match Class List</p>	<p>Ask to see the receipt or enrolment confirmation. If the student does not have documentation, record their full name, tel. no. and email address on a separate piece of paper. Not on your Class List.</p> <p>Email a copy of the Class List and noted discrepancies to your Program Administrator. The School will contact these individuals to verify their enrolment.</p>
		<p>Review the course outline with students</p> <p>(including course objectives, assessment plan, and standards of achievement)</p>	<p>Spotted errors/inconsistencies in outline</p>	<p>Contact your Program Administrator to make changes/corrections</p>
		<p>Make announcements to students concerning administrative matters</p> <ul style="list-style-type: none"> • Attendance Sheet • Grading Offences • Certificate candidacy • Online student My Access account 	<p>Unsure of requirements</p>	<p>Contact your Program Administrator</p>



Throughout the Course

✓	Timeline	Action	Troubleshooting	What to do/ Who to contact for support
		Report classroom/AV problems to the School	<p>Room problems may include:</p> <ul style="list-style-type: none"> • Conflict with another course • Locked room • Temperature (too hot, too cold) • Not enough Seating <p>AV problems may include:</p> <ul style="list-style-type: none"> • Non-delivery of equipment • Equipment failure 	Contact your Program Administrator the next business day
		Ensure that late arrivals receive all course handouts/outlines	Ran out of copies	For small print runs you may use the photocopiers located in the Instructor Resource Centres at our UTM and St. George Offices. (Refer to section 1.1 in the Instructor Handbook)
	Mid-way through the course. No later than the 7th class for courses 10 sessions or longer.	Administer Mid-term evaluations (if applicable)	<ol style="list-style-type: none"> 1. Did not receive course evaluation package or received incorrect package 2. Not sure if you should administer a mid-term evaluation 	<ol style="list-style-type: none"> 1. Contact your Program Administrator 2. Contact your Program Administrator
	1-2 weeks prior to exam date	File a copy of mid-term exam(s) with the School (if applicable)	Did not send copies to Program Administrator far enough in advance of exam date and require printing	For small print runs you may use the photocopiers located in the Instructor Resource Centres at our UTM and St. George Offices. (Refer to section 1.1 in the Instructor Handbook)
	3 weeks prior to course end	File a copy of the final exam with the School (if applicable)	Did not send copies to Program Administrator far enough in advance of exam date and require printing	For small print runs you may use the photocopiers located in the Instructor Resource Centres at our UTM and St. George Offices. (Refer to section 1.1 in the Instructor Handbook)



Course End

✓	Timeline	Action	Troubleshooting	What to do/Who to contact for support
	Second last scheduled class	Administer course evaluations	<ol style="list-style-type: none"> 1. Did not receive course evaluation package or received incorrect package 2. Forgot to conduct evaluations 	<ol style="list-style-type: none"> 1. Contact your Program Administrator 2. Contact your Program Administrator immediately <p>Do not repurpose unused or old forms from previous courses</p>
	10 business days following course end	Enter grades and attendance via <u>My Access</u> – Instructor Login Support Guide Available	Unsure how to enter results	Contact your Program Administrator for training
		Return final exams/projects together with the Attendance Sheet (if signed by students) to Program Administrator (Students cannot view final grade when Instructor Approved in My Access. The approval process may take 5 to 10 business days) Support Guide Available (grading/marking protocol)	<ol style="list-style-type: none"> 1. Cannot locate a student exam/paper 2. Student contacts you for their final grade 3. Student contacts you to get feedback after the course ends or to appeal their final grade. 	<ol style="list-style-type: none"> 1. Contact your Program Administrator immediately 2. Refer students to their online account (<u>My Access</u> - Student Login). 3. For feedback or appeals ask students to email learn@utoronto.ca for further guidance
		Receive course evaluation results by email	Did not receive evaluation results	Contact your Program Administrator