## Summer 2022 Checklist

## What should we do to prepare for the summer semester?

# Communication

## What and when should we communicate to students to help them prepare for our courses?

* How do you plan to communicate with students throughout your courses?
* When will you send your initial email or announcement to students and what information are you including?
* How will you introduce yourself to students and how will you encourage students to introduce themselves to each other?
* How will you let students know how and when to get started?
* How can students contact you and when should they expect to hear back from you?

# Course Shell

## What should we have ready in our Canvas course shells before classes begin?

* Is your syllabus posted and accessible?
* Does your syllabus set the tone for diversity and inclusion?
* How do you plan to host Office Hours? When and how will you be available to meet with students?
* How will you welcome students to the physical space and/or virtual classroom?
* How should students navigate through your courses?
* Which notification settings will help students be successful in your courses?

# Teaching and Learning

## What content and activities should we focus on as we prepare for the Spring semester?

* How will you provide a course overview, discuss class expectations, and review learning outcomes with students?
* How will you build and maintain a sense of community throughout your courses?
* What content and activities do you have ready and available for the first two weeks of the semester?
* Are your first few videos finalized, uploaded, and accessible?

### **Links and Resources**

* [**BGSU Canvas Course Template**](https://bgsu.instructure.com/courses/1328680)[**Preview**](https://bgsu.instructure.com/courses/1328680)
* **BGSU Checklist for a High-Quality Syllabus**
* [**Classroom Descriptions from ITS**](https://bgsu.teamdynamix.com/TDClient/2070/Portal/KB/?CategoryID=11129)
* [**Quality Matters HIED Course Design**](https://www.qualitymatters.org/sites/default/files/PDFs/StandardsfromtheQMHigherEducationRubric.pdf)[**Rubric**](https://www.qualitymatters.org/sites/default/files/PDFs/StandardsfromtheQMHigherEducationRubric.pdf)

**Workshop Recordings**

* [**Active Learning Strategies &**](https://www.youtube.com/watch?v=g5azVzFLNTk&amp;amp%3Bamp%3Bfeature=youtu.be)[**Technologies for Remote**](https://www.youtube.com/watch?v=g5azVzFLNTk&amp;amp%3Bamp%3Bfeature=youtu.be)[**Synchronous Learning**](https://www.youtube.com/watch?v=g5azVzFLNTk&amp;amp%3Bamp%3Bfeature=youtu.be)
* [**New Quizzes**](https://www.youtube.com/watch?v=JojS4OHFDO4&amp;amp%3Blist=PLjxgYSWELhJMgcEODXWFcHCS74762tTwQ&amp;amp%3Bindex=4)
* [**Flipped Classroom: One Step at a**](https://www.youtube.com/watch?v=HPa6Zt7sdVg&amp;amp%3Bamp%3Bfeature=youtu.be)[**Time**](https://www.youtube.com/watch?v=HPa6Zt7sdVg&amp;amp%3Bamp%3Bfeature=youtu.be)
* [**Hybrid Hurdle**](https://www.youtube.com/watch?v=g5_LrhH8GsM&amp;amp%3Bamp%3Bfeature=youtu.be)
* [**Producing Videos with Canvas Studio**](https://www.youtube.com/watch?v=rR3xmNcDpIA&amp;amp%3Bamp%3Bfeature=youtu.be)

**Introduction to Canvas Workshops Summer 2022**

* **Provides experience with Canvas features including: settings, notifications, assignments, discussions, grading, modules and quizzes.**
* **Facilitator-lead demonstration of Canvas and its features and an open question session**
* **Offered virtually via Zoom**
* **Facilitator: Holly Barber, CFE Instructional Designer**
* **Dates:**
* [**May 16, 1:00-3:00PM, Zoom**](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbgsu.us14.list-manage.com%2Ftrack%2Fclick%3Fu%3D0160e74bd1f305805940a5204%26id%3D51df6a5e02%26e%3D1fe8fc5faa&data=05%7C01%7Ckhiding%40bgsu.edu%7Cf54c580e9c69414f170208da31bdbb20%7Ccdcb729d51064d7cb75ba30c455d5b0a%7C1%7C0%7C637876988198077495%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=7TjBg90w2Z8iqnM2arWmiHUzD4vT0DkHaPEv2L15Hj8%3D&reserved=0)
* [**August 9, 2:00-4:00PM, Zoom**](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbgsu.us14.list-manage.com%2Ftrack%2Fclick%3Fu%3D0160e74bd1f305805940a5204%26id%3D9c1a66d203%26e%3D1fe8fc5faa&data=05%7C01%7Ckhiding%40bgsu.edu%7Cf54c580e9c69414f170208da31bdbb20%7Ccdcb729d51064d7cb75ba30c455d5b0a%7C1%7C0%7C637876988198077495%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=HJz%2Fp1gKBfLoXjHjxerjc%2F0kV%2Bfpw9kkW9E7AZs5ldk%3D&reserved=0)
* [**August 11, 10:00-12:00PM, Zoom**](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbgsu.us14.list-manage.com%2Ftrack%2Fclick%3Fu%3D0160e74bd1f305805940a5204%26id%3D2abe1a83af%26e%3D1fe8fc5faa&data=05%7C01%7Ckhiding%40bgsu.edu%7Cf54c580e9c69414f170208da31bdbb20%7Ccdcb729d51064d7cb75ba30c455d5b0a%7C1%7C0%7C637876988198077495%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=%2B4Eyz3cVWLnxNOMmodo2b2nfYo8mQaiW%2FXU74vD7H9U%3D&reserved=0)
* [**August 15, 9:00-11:00AM, Zoom**](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbgsu.us14.list-manage.com%2Ftrack%2Fclick%3Fu%3D0160e74bd1f305805940a5204%26id%3D52b02a1b09%26e%3D1fe8fc5faa&data=05%7C01%7Ckhiding%40bgsu.edu%7Cf54c580e9c69414f170208da31bdbb20%7Ccdcb729d51064d7cb75ba30c455d5b0a%7C1%7C0%7C637876988198077495%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=RmGgwwTo6XJcOAVzU4o7g1%2FeiM7dSdwj9OyKhnRZ%2BmE%3D&reserved=0)
* [**August 19, 1:00-3:00PM, Zoom**](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbgsu.us14.list-manage.com%2Ftrack%2Fclick%3Fu%3D0160e74bd1f305805940a5204%26id%3D777340e5d0%26e%3D1fe8fc5faa&data=05%7C01%7Ckhiding%40bgsu.edu%7Cf54c580e9c69414f170208da31bdbb20%7Ccdcb729d51064d7cb75ba30c455d5b0a%7C1%7C0%7C637876988198077495%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=GqHKfnQY5spc7%2BFbF0UKQBGyrh61x0YSEZXWzpBCRdg%3D&reserved=0)

