UTSC Course Resilience Planning

Please complete this form for each course, and each section, that you are currently teaching and submit to your academic unit (e.g., Chair, Director, or delegated staff member) by <u>*Wednesday, 18 March 2020*</u>*. For multi-section courses, this form may be completed best by the Course Coordinator.*

A. Course and Instructor Information				
Instructor Name(s):		Instructor Email(s):		
Course Code:				
Course Title:				
Course Time and Date:		Location(s):		
Number of registered students:				
Delivery Method: (select all that apply)	Seminar	Lecture		Lab
Teaching Assistants – Names and Emails:				
Teaching Assistants - Duties: (select all that apply)	Grading Tutorials Lab Other:			

- You may also upload your syllabus and marking scheme to the Course Information System (***https://www.sis.utoronto.ca/cis/***).
- Please submit marks and grades for all student assignments (to-date) to your unit with this form – ***see information on how to download and upload grades from quercus.***

B. Current Course Practices			
Are you…	**Yes**	**No**	**If yes, please describe how you are doing this (e.g. through Quercus, course web site, email, other)**
Posting course materials online (syllabus, readings, assignment details, etc.)			
Using online tools to communicate with students (e.g., Quercus, email)			
Accepting course assignments online			
Administering quizzes/tests online			

Using online discussion boards			
Facilitating group activities online			
Recording your lectures or preparing pre-recorded audio files/videos and posting them online			
Live stream course or Holding virtual office hours (e.g., Bb Collaborate Ultra)			

C. Planned Practices for Course Resilience		
Please indicate the actions/approaches you will use if you are unable to deliver your course in its current format. Below are a set of actions/approaches for you to consider as needed:		
Action/approach	**Describe your plan for implementation:**	**How to do this and who can help: (quercus@utsc.utoronto.ca)**
Tip-sheets & guides		*https://www.utsc.utoronto.ca/projects/quercus/support/*
Posting course materials online		*https://q.utoronto.ca/courses/46670/pages/build-your-course*
Online communication with students		*https://q.utoronto.ca/courses/46670/pages/build-your-course#announcements-communication*
Accepting course assignments online		*https://q.utoronto.ca/courses/46670/pages/build-your-course#assignments-grading*
Administering quizzes/tests online		*https://q.utoronto.ca/courses/46670/pages/assessments#quizzes*
Online discussion boards		*https://q.utoronto.ca/courses/46670/pages/build-your-course#discussion-board*
Facilitating group activities		*https://q.utoronto.ca/courses/46670/pages/groups*
Live-streamed courses and virtual office hours		*https://q.utoronto.ca/courses/46670/pages/integration-blackboard-collaborate-ultra-web-conferencing*
Lecture capture (recording, posting of pre-recorded videos)		*https://ctl1.utsc.utoronto.ca/quercus/help/Remote_lecture_recording_using_techSmith_snagit.pdf*
Assignments for laboratories		*https://q.utoronto.ca/courses/46670/pages/build-your-course#assignments-grading*
Other		

Access all of Quercus support materials at: **_https://www.utsc.utoronto.ca/projects/quercus/support/_**

D. Things to Know	
If you are making changes to your marking scheme…	• Note that marking scheme changes (including assignment grades and weighting, types of assignment, participation, and due dates) require the consent of a simple majority of students. Instructors must announce that a vote will be held one week in advance. The vote can take place in-class or online. • Review the **_Grading Practices Policy_** (Section B., 1.3) and the **_UTSC Academic Handbook_** for more detail.
If changes to your marking scheme are confirmed in the vote…	• Ensure that you communicate the change to all students in a timely manner and update relevant documents online (e.g. course syllabus, assignment details, etc.). • Provide an updated marking scheme to your unit.
If you change due dates	Ensure that you communicate the changes to all students in a timely manner and update relevant documents online (e.g. course syllabus, assignment details, etc.).
If you would like to discuss ways to revise your assignments plans (e.g. for re-weighting)…	Speak to your Associate Chair or contact Dr. David Chan (Educational Developer, CTL) at **_davidyt.chan@utoronto.ca_** / (416) 287-7099.
If you or your TAs have ungraded assignments, tests, or exams, or still need to return graded work to students…	Ensure that you keep these materials in a secure location on campus. Student work should not leave campus.
If you or your TAs have assigned grades for any term work…	Ensure that you update your records, store them securely, and share them with your unit/department.
If you have not already set up a way to communicate with your students…	Consider using Quercus to post announcements, send messages, share updated assignment details, etc.
If you need to make adjustments to TA assignments…	Contact your Chair, Associate Chair (Undergraduate), or TA Coordinator, as appropriate.