



## TOL Schedule and Checklist

Begin working in your Teaching Online - An Introduction to Online Delivery (TOL) workshop on Day 1. All activities listed in the schedule and checklist are required. Items that require a submission are indicated in bold and with an asterisk.

**This workshop has two firm due dates:**

- 1. Initial submissions for assignments on Days 1-7 are due by 11:59 p.m. in your time zone on Day 7, or you will not be allowed to continue in the workshop.**
- 2. Initial submissions for assignments on Days 8-15 are due by 11:59 p.m. in your time zone on Day 15 (the last day of the workshop), or you will not be marked complete.**

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If revisions are required, you have 48 hours to return the revised assignment to your facilitator for re-evaluation.

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Use the schedule and checklist to stay on track to complete the workshop successfully. If you do not successfully complete the workshop for any reason, including missing the firm due date, you can re-register for a future session. Another registration fee will be charged.

### Day 1 (Thursday) - Module 1: Getting Started

*Minimum time estimated: 1 hour*

- ☐ Read all the information in Module 1: Getting Started Lesson
- ☐ **\*Complete the Participant Responsibilities Exercise**
- ☐ **Post to the Introduce Yourself and Share Your Online Teaching Plans Discussion**

### Day 2 (Friday) - Module 2: QM Overview & Module 3: The Roles of the Online Instructor

*Minimum time estimated: 2 hours*

- ☐ Read the Module 2: Overview and To-Do List
- ☐ Read QM Overview Lesson (Module 2)
- ☐ Read QM Higher Education Rubric, Seventh Edition (Not For Circulation)
- ☐ Read the Module 2: Summary and Next Steps
- ☐ Read the Module 3: Overview and To-Do List
- ☐ Read The Roles of the Online Instructor Lesson (Module 3)
- ☐ **\*Submit the Online Instructor Role Worksheet (Module 3)**

### **Days 3 - 4 (Saturday - Sunday)**

- ☐ Catch up or work ahead.

### **Day 5 (Monday) - Module 3: The Roles of the Online Instructor**

*Minimum time estimated: 1 hour*

- ☐ **\*Post to the Online Instructor Role Discussion**

### **Day 6 (Tuesday) - Module 4: Orienting Learners**

*Minimum time estimated: 2 hours*

- ☐ Read the Module 4: Overview and To-Do List
- ☐ Read Orienting Learners to Online Learning Lesson
- ☐ Read Orientation Checklist
- ☐ **\*Submit the Develop an Online Learner Role Resource**

### **Day 7 (Wednesday) - Module 4: Orienting Learners**

*Minimum time estimated: 2 hours*

- ☐ **\*Post to the Orienting Learners to Your Course Discussion**
- ☐ **\*Take the Orienting Learners Quiz**
- ☐ Read the Module 4: Summary and Next Steps

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**Initial submissions for assignments up to this point in the workshop are due by 11:59 p.m. in your time zone on Day 7, or you will not be allowed to continue in the workshop.**

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### **Day 8 (Thursday) - Module 5: Alignment**

*Minimum time estimated: 2 hours*

- ☐ Read the Module 5: Overview and To-Do List
- ☐ Read Alignment Lesson
- ☐ Read Writing Learning Objectives Resources
- ☐ **\*Post to the Alignment Discussion**
- ☐ Read the Module 5: Summary and Next Steps

### **Day 9 (Friday) - Module 6: Learner Engagement**

*Minimum time estimated: 2 hours*

- ☐ Read the Module 6: Overview and To-Do List
- ☐ Read Learner Engagement Lesson

- ☐ Read Engaging and Motivating Learners Resources
- ☐ **\*Post to the Engaging and Motivating Learners Discussion**

### **Days 10 - 11 (Saturday - Sunday)**

- ☐ Catch up or work ahead.

### **Day 12 (Monday) - Module 6: Learner Engagement**

*Minimum time estimated: 1 hour*

- ☐ **\*Post to the Promoting Active Learning Using Technology Discussion**
- ☐ Read the Module 6: Summary and Next Steps

### **Day 13 (Tuesday) - Module 7: Providing Instructor Feedback**

*Minimum time estimated: 2 hours*

- ☐ Read the Module 7: Overview and To-Do List
- ☐ Read Instructor Feedback Resources
- ☐ **\*Post to the Providing Feedback to Online Learners Discussion**
- ☐ **\*Complete Feedback Scenarios Exercise**
- ☐ Read the Module 7: Summary and Next Steps

### **Day 14 (Wednesday) - Module 8: Facilitating and Assessing Discussions**

*Minimum time estimated: 2 hours*

- ☐ Read the Module 8: Overview and To-Do List
- ☐ Read Facilitating and Assessing Online Discussions Resources
- ☐ **\*Submit Best Practices for Facilitating Online Discussions**
- ☐ **\*Submit Discussion Board Guidelines and Rubric Assignment**
- ☐ Read the Module 8: Summary and Next Steps

### **Day 15 (Thursday) - Module 9: Reflection & Evaluation**

*Minimum time estimated: 20 minutes*

- ☐ Read the Module 9: Overview and To-Do List
- ☐ **\*Post to the Reflection Discussion**
- ☐ Read Evaluation and Certificate Instructions
- ☐ **TOL Ends**

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**Initial submissions for assignments in Days 8-15 are due by 11:59 p.m. your time zone on Day 15 (the last day of the workshop), or you will not be marked complete.**

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Participants will have access to the workshop for seven days after the workshop ends. Once the seven-day window has elapsed, QM will not re-open the workshop or course, so be sure to save/download any resources you want from the site.