



IYOC Schedule and Checklist

Begin working in your Improving Your Online Course (IYOC) 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 in Days 1-7 are due by 11:59 p.m. your time zone on Day 7 or you will not be allowed to continue in the workshop.**
- 2. 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.**

Use the schedule and checklist to stay on track to successfully complete the workshop. 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 and Module 2: QM Overview

Minimum time estimated: 1 hour and 30 minutes

- ☐ Read all information in the Start Here page
 - ☐ Syllabus
 - ☐ Schedule and Checklist
 - ☐ Participant Resources
 - ☐ Getting Started Announcements
 - ☐ Confidentiality and Limited License Agreement
- ☐ ***Submit the Participant Agreement**
- ☐ ***Post to the Introduce Yourself Discussion**
- ☐ Read the Module 1: Summary and Next Steps
- ☐ Read the Module 2: Overview and To-Do List
- ☐ Read the **QM Overview Lesson**
- ☐ Read the Module 2: Summary and Next Steps

Day 2 (Friday) - Module 3: Improving Your Course Overview and Introduction

Minimum time estimated: 1 hour and 35 minutes

- ☐ Read the Module 3: Overview and To-Do List
- ☐ Download and Review the QM Higher Education Rubric, Sixth Edition (Not for Circulation)
- ☐ View the Course Worksheet (The Course Worksheet is available within this module so you can see what a Course Representative completes when requesting a QM Course Review. The Course Worksheet is NOT an assignment for you to complete in this workshop.)
- ☐ Read the **Improving Your Course Overview and Introduction Lesson**
- ☐ ***Post to the Course Overview and Introduction Discussion**
- ☐ ***Start Your Self-Review**
- ☐ Read the Module 3: Summary and Next Steps

Days 3 - 4 (Saturday - Sunday)

- ☐ Catch up or work ahead

Day 5 (Monday) - Module 4 Improving Your Course Alignment

Minimum time estimated: 2 hours

- ☐ Read the Module 4: Overview and To-Do List
- ☐ Read the Improving Your Course Alignment Lesson
- ☐ ***Submit the Alignment Worksheet Assignment**
- ☐ ***Continue Your Self-Review**
- ☐ Read the Module 4: Summary and Next Steps

Day 6 (Tuesday) - Module 5 Improving Your Learning Objectives or Competencies, Grading Policy, and Criteria

Minimum time estimated: 2 hours

- ☐ Read the Module 5: Overview and To-Do List
- ☐ Read the Improving Your Learning Objectives or Competencies, Grading Policy, and Criteria Lesson
- ☐ ***Post to the Learning Objectives and Competencies Discussion**

Day 7 (Wednesday) - Module 5 (Continued)

Minimum time estimated: 2 hours

- ☐ ***Post to the Grading Policy and Criteria Discussion**
- ☐ ***Continue Your Self-Review**
- ☐ Read the Module 5: Summary and Next Steps

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

Day 8 (Thursday) - Module 6: Improving Active Learning and Clarifying Relationships

Minimum time estimated: 2 hours and 30 minutes

- ☐ Read the Module 6: Overview and To-Do List
- ☐ Read the Improving Your Active Learning and Clarifying Relationships Lesson
- ☐ ***Post to the Active Learning Organizer Discussion**
- ☐ ***Post to the Instructor Plan Discussion**

Day 9 (Friday) - Module 6: (Continued)

- ☐ ***Post to the Clarifying Relationships Discussion**
- ☐ ***Continue Your Self-Review**
- ☐ Read the Module 6: Summary and Next Steps

Days 10 - 11 (Saturday - Sunday)

- ☐ Catch up or work ahead

Day 12 (Monday) - Module 7: Improving Learner Support, Accessibility and Usability Lessons

Minimum time estimated: 2 hours

- ☐ Read the Module 7: Overview and To-Do List
- ☐ Read the Improving Learner Support, Accessibility and Usability Lesson
- ☐ ***Post to the Learner Support Scavenger Hunt Discussion**

Day 13 (Tuesday) - Module 7: (Continued)

- ☐ ***Post to the Course Navigation Discussion**

- ☐ ***Finish Your Self Review**
- ☐ Read the Module 7: Summary and Next Steps

Day 14 (Wednesday) - Module 8: Pulling it All Together

Minimum time estimated: 2 hours and 35 minutes

- ☐ Read the Module 8: Overview and To-Do List
- ☐ ***Submit Your Self-Review and Course Improvement Plan**
- ☐ ***Post to the Reflection Discussion**

Day 15 (Thursday) – IYOC Ends

- ☐ Read the Evaluation and Certificate Instructions
- ☐ Read the Claim Your Digital Credential (Badge)

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.

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 so be sure to save/download any resources you want from the site.