Timeline Course XXX

Date	Time	Action	Who
	12 weeks	(tentative) syllabus is online	IPSDS staff
	12 weeks	registration is open	IPSDS staff
	12 weeks	Provide instructor guidelines and timeline to the instructor	IPSDS staff
	8 weeks	Instructor (and grader) creates a Moodle account on http://jpsmonlinedev.umd.edu/	Instructor
	8 weeks	Create BlueJeans or Zoom meeting for the course. Necessary information: 1. Meeting ID: XXXX 2. Meeting URL: XXXX 3. Moderator Passcode (BlueJeans only): XXXX	IT Maryland
	8 weeks	Setting up a course page on Moodle. To dos: 1. Import the copy of an already existing course or create a new page 2. Link videos from Mediasite (Maryland staff only!) 3. Always enroll "Test Instructor 1" as a teacher to the course 4. Enroll yourself, the instructor and the grader (if there is one) as teacher 5. Create enrollment key for the course (Maryland staff only!): **XXXX** 6. Upload (tentative) syllabus 7. Enter the information about BlueJeans or Zoom meeting room (URL and Meeting ID) 8. If new course: prepare the general part and unit 1 as an example	IPSDS staff
	6 weeks	Introduce instructor to Moodle	IPSDS staff
	6 weeks	Introduce instructor to BlueJeans/Zoom	IPSDS staff
	3 weeks	Provide roster to the instructor	IPSDS staff
	3 weeks	Enroll students to the course	IPSDS staff
	3 weeks	Provide templates for welcome and reminder e-mails that instructor must send to students. They contain relevant information such as the enrollment key: "**XXXX**". The instructor is free to adjust the	IPSDS staff

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Date	Time	Action	Who
		e-mails as s/he wishes, these are only suggestions with necessary information	
	10 days	Course page on Moodle is completely prepared or at least all required readings, slides and other relevant material and information as well as assignment of unit 1 is uploaded to the course page	Instructor
	10 days	Course page on Moodle is open for students	IPSDS staff
	10 days	Welcome e-mail with instructions on how to join the Moodle course page. If textbook: Prompt the students to get their hands on the required text for the course.	Instructor
	7 days	Final roster is provided to the instructor	IPSDS staff
	7 days	Make sure that all students are enrolled to the course	IPSDS staff
	3 days	Reminder e-mail with information about 1st online meeting	Instructor
	1 day	Remind instructor to un-hide the next unit on Moodle	IPDSDS MA
	0 days	**1st online meeting = the course starts**	Instructor
	0 days	IPSDS staff will be attending the first online discussions in order to assist, if problems should occur. Staff will connect about 20 minutes before the meetings begin, so instructor and IPSDS person could check all functions before students will arrive.	IPSDS staff
	0 days	Send reminder to instructor that feedback should be given no later than 1 week after the submission deadline of an assignment or exam. More details in regards to "Feedback and Grading" can be found on the guidelines Section C. "Course instruction", page 5	IPSDS staff
	6 days +	Remind instructor to un-hide the next unit on Moodle	IPSDS staff
		Last online meeting = the course ends	
	1 day after end of course	Send "end of course mail" to instructor Z:\Course Materials\documents	IPSDS staff
		Last assignment is due//Final exam or project	
	3 days after	Send final grades of the students to the IPSDS coordinator within 3 days of the	Instructor

Date	Time	Action	Who
	completion of final exam	completion of the final exam or project.	
	1 week after final exam	Individually inform students about their final grades (e-mail and Moodle).	Instructor
	2 weeks after end of course	Send invoice template to instructor (and not before having received the final grades of the students from the instructor)	IPSDS staff
	2 weeks after end of course	Course page on Moodle is closed for students	IPSDS staff