

Timeline Course XXX

Date	Time	Action	Who
	12 weeks	(tentative) syllabus is ready	Instructor
	12 weeks	registration is open	IPSDS staff
	8 weeks	Instructor (and grader) creates a Moodle account on http://jpsmonlinedev.umd.edu/	Instructor
	6 weeks	Introduction to Moodle	IPSDS staff
	6 weeks	Introduction to BlueJeans/Zoom	IPSDS staff
	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	IPSDS 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 begins, so instructor and IPSDS person could check all functions before students will arrive.	IPSDS staff
	0 days	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 +	Un-hide the next unit on Moodle	Instructor
		Last online meeting = the course ends	
		Last assignment is due//Final exam or	



Date	Time	Action	Who
		project	
	3 days after completion of final exam	Send final grades of the students to the IPSDS coordinator within 3 days of the completion of the final exam or project.	Instructor
	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