### Suggested Timeline of Important Dates

#### Winter 2021 Term

### Instructor Tasks:

#### December 2020 Tasks

1. **Determine** approach to remote teaching for each course  
   **by** DEC 01

2. **Request** UR Courses Course Setup and Activation for Winter 2021 courses  
   **by** DEC 01
   
   *Faculty Course Request Form:*
   [https://urcoursess.uregina.ca/blocks/urcourserequest/](https://urcoursess.uregina.ca/blocks/urcourserequest/)

3. **Update** UR Courses ‘course summary’ for each course:  
   **by** DEC 01
   - Include plans for synchronous and asynchronous learning
   - Include plans for use of Proctortrack for online exams
   - Include link to course syllabus, when available
   - Ensure other course material is hidden from students

4. **Students** have access to UR Courses Winter 2021 courses  
   **by** DEC 02
   - Course Summary will be visible to students
   - Ensure other course material is hidden from students

### January 2021 Dates

5. **First day** of classes for Winter 2021 term  
   **is** JAN 11

6. **Last day** for student to drop a course without penalty  
   **is** JAN 22
   - Students need to be aware of the course plans, so they can drop a class by this date if desired or required

### Any Time Tasks

7. **If pedagogical** consultation required, fill out the  
   UR Courses Support ticket form:  
   [https://ursource.uregina.ca/is/forms/urcourses.html](https://ursource.uregina.ca/is/forms/urcourses.html)

8. **Review** information and resources on Remote Teaching site at:  
   [https://www.uregina.ca/remote-teaching/](https://www.uregina.ca/remote-teaching/)

9. **Attend** webinars on UR Courses tools, Zoom, and Pedagogy  
   - Schedule is at:  
   [https://uregina.libcal.com/calendar/cce](https://uregina.libcal.com/calendar/cce)

### Exam Planning Tasks

10. **If using Proctortrack** for the first time, contact IT Support to be set up to enable Proctortrack  
    - If you already have ability to ‘enable proctortrack’ in quiz settings, no action is required  
    **by** Early in the term, once decision to use Proctortrack is made

11. **Setup Onboarding Quiz and enable Proctortrack**  
    - Needed in each course using Proctortrack
    - All students must successfully complete an onboarding quiz prior to taking proctored exam(s)  
    **by** Early in the term, at least 10 business days before exam strongly recommended

12. **For Exam setup assistance, technical support and/or live support during an exam, fill out the UR Courses Support ticket form:**  
    [https://ursource.uregina.ca/is/forms/urcourses.html](https://ursource.uregina.ca/is/forms/urcourses.html)  
    - Minimum of 5 business days required, 10 business days is preferred  
    **by** Minimum of 5 business days before exam

13. **Enable Proctortrack for specific exam(s)**  
    - Can be done anytime, when exam is setup
    - Must be done before the exam begins  
    **by** Anytime before exam begins