

Suggested Timeline of Important Dates

Before Term Starts

Instructor Tasks:

Month before Tasks

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

2 Setup your UR Courses sites for next term courses **by 01**

Use the Course Tools in UR Courses, or submit a Course Request Form:

<https://urcourses.uregina.ca/blocks/urcourserquest/>

3 Update UR Courses 'course summary' for each course **by 01**

- Include plans for method of course delivery
- 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 in UR Courses to next term courses **by 01**

- Course Summary will be visible to students
- Ensure other course material is hidden from students

Important Term Dates

5 First day of classes for next term are posted at <https://www.uregina.ca/student/registrar/events/index.html>

6 Last day for student to drop a course without penalty

- Students need to be aware of course plans, so they can drop a class by the end of 100% refund period.

More information at:

<https://www.uregina.ca/student/registrar/resources-for-students/academic-calendars-and-schedule/academic-schedule.html>



Any Time Tasks

7 If pedagogical consultation required, fill out the **by Anytime**

UR Courses Support ticket form:
<https://ursource.uregina.ca/is/forms/urcourses.html>

8 Review information and resources on Remote Teaching site at: **by Anytime**

<https://www.uregina.ca/remote-teaching/>

9 Attend webinars on UR Courses tools, Zoom, and Pedagogy **by Anytime**

Schedule is at:
<https://ursource.uregina.ca/is/tts/training/index.html>

Exam Planning Tasks

10 If using Proctortrack for the first time, contact IT Support to be set up to enable Proctortrack **by** Early in the term, once decision to use Proctortrack is made

- If you already have ability to 'enable proctortrack' in quiz settings, no action is required

11 Setup Onboarding Quiz and enable Proctortrack **by** Early in the term, at least 10 business days before exam strongly recommended

- Needed in each course using Proctortrack
- All students must successfully complete an onboarding quiz prior to taking proctored exam(s)

12 For Exam Setup assistance, technical support and/or live support during an exam, fill out the UR Courses Support ticket form: **by** Minimum of 5 business days required, 10 business days is preferred

<https://ursource.uregina.ca/is/forms/urcourses.html>

13 Enable Proctortrack for specific exam(s) **by** Anytime before exam begins

- Can be done any time when exam is setup
- Must be done before the exam begins