

# Suggested Timeline of Important Dates

## Fall 2021 Term

### Instructor Tasks:

#### August 2021 Tasks

- 1 Determine** approach to remote teaching for each course **by** **AUG 01**
- 2 Request** UR Courses Course Setup and Activation for Winter 2021 courses **by** **AUG 01**  
*Faculty Course Request Form:*  
<https://urcourses.uregina.ca/blocks/urcourerequest/>
- 3 Update** UR Courses 'course summary' for each course **by** **AUG 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 in UR Courses to Fall 2021 courses **by** **AUG 04**
  - Course Summary will be visible to students
  - Ensure other course material is hidden from students

#### Fall 2021 Dates

- 5 First day** of classes for Fall 2021 term **is** **AUG 30**
- 6 Last day** for student to drop a course without penalty **is** **SEPT 27**
  - 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/assets/docs/pdf/academic-schedule/2021-22.pdf>

#### 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://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 **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 anytime, when exam is setup
  - Must be done before the exam begins

