## 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/urcourserequest/](https://urcourses.uregina.ca/blocks/urcourserequest/)

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

### 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)  
   **by Anytime**

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

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

   **Schedule is at:**  
   [https://ursource.uregina.ca/is/tts/training/index.html](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:  
    [https://ursource.uregina.ca/is/forms/urcourses.html](https://ursource.uregina.ca/is/forms/urcourses.html)  
    **by Minimum of 5 business days required, 10 business days is preferred**

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

### Important Term Dates

5. **First day** of classes for next term are posted at  
   [https://www.uregina.ca/student/registrar/events/index.html](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](https://www.uregina.ca/student/registrar/resources-for-students/academic-calendars-and-schedule/academic-schedule.html)