Schedule for Inclusive Digital Design Course

June			Complete?
What needs to be completed?	**By who?**	**By when?**	
Certificates issued	All	June 19-23	☐
Feedback provided/modules facilitated	All	June 30th	☐

May			Complete?
What needs to be completed?	**By who?**	**By when?**	
Set up assessments and activity completion in Moodle	Jamie	May 8	☑
Make final edits on course materials	All	May 11-12	☑
Intro video, exit video, video title cards complete	Jon	May 15	☑
Enroll participants in Moodle shells (if using)	Brenna	May 10-15	☑
Module Delivery ● Module 1: Formatting Course Content so it's Accessible - Brad ● Module 2: Optimizing Moodle Course Organization - Melanie ● Module 3: Formatting Course Media so it's Accessible - Jon & Jamie ● Module 4: Designing PowerPoint Presentations for All - Melanie ● Module 5: Using Wordpress in Your Course -Brenna ● Module 6: Bonus Optional Module - Support Services Across Campus - Brenna	- M1: Jamie - M2: Melanie - M3: Jamie - M4: Melanie - M5: Brenna - M6: Brenna	Beginning May 15	☑
● Draft and set up feedback form ● Add to platform to gather feedback from participants	Melanie	May 15	☑

April *(Exams April 11-24; Moodle Upgrade April 24th)*			Complete?
What needs to be completed?	**By who?**	**By when?**	
Send message about programming to chairs and coordinators ● Use a digital version of our poster with a brief text-based blurb?	Brian	March 31st?	☑
Marketing and Registration: Add programming information to workshops site https://workshops.trubox.ca/ and prepare marketing materials for TRU Connect	Brenna/Melanie	April 24	☑
Set up content in Moodle	Brad	April 24	☑
~~Set up assessments and certificate issuing in Moodle~~		~~April 28~~	
Create checklist/expectations for marking module assessments: ● In the assessments, we are looking for a **clear response** that **addresses the prompt** and **demonstrates some reflection** that is supported with **examples**, where applicable. How you approach this is up to you! You can write a text-based reply, make a screen recording, record an audio clip, etc.	Melanie	April 28	☑

March			Complete?
What needs to be completed?	**By who?**	**By when?**	

Connect with Jon about capacity for:
   ● Introduction to the program (faces and names for the program)
   ● Video beginning/end slides (our branding)
	All	March 10	☑

Wordpress template complete	Nicole	March 17th	☑
Draft messaging for videos	Brenna	March 31st	☑
Confirm which platform we are using	Jamie (looking into LearnDash)	March 31st	☑
Document version of module planning done	All	March 31st	☑

February			Complete?
What needs to be completed?	**By who?**	**By when?**	
Prepare for poster session (Poster session FAQs) ● Poster size? 36x36 ● Who is printing poster?	Nicole send directly		☑
Send poster information/ideas to Nicole to begin poster design	Melanie	Feb 2nd	☑
Send poster to print services (they need at least 1 day turn around)	Nicole	Feb 15th	☑
Ask Nicole to create an 8.5x11 version of the poster to use as a handout (print 50)	Melanie	After first draft of poster is shared	☑
Register for the TPC conference (if attending/presenting at the poster session - everyone's names were included in the proposal)	- Those who are presenting at poster session or attending the conference	Before Feb 21st	☑
Begin work on detailed module planning **Module planning maps complete** The Program Map is intended to be a starting point for your module development (contains some high-level preliminary ideas for each module). Adjust as needed, especially the topics as you dig into the content! The learning outcomes are nearly the same for each module and should be used to guide development for each module. Let Melanie know if you have concerns about anything. ● Module 1: Formatting Course Content so it's Accessible ● Module 2: Optimizing Moodle Course Organization ● Module 3: Formatting Course Media so it's Accessible ● Module 4: Designing PowerPoint Presentations for All ● Module 5: Using Wordpress in Your Course ● Module 6: Bonus Optional Module - Support Services Across Campus	- M1: Brad - M2: Melanie - M3: Jon & Jamie - M4: Melanie - M5: Brenna - M6: Brenna (and others, where possible)	Planning map complete by February 28th (extended)	☑
Connect with OLMedia for website design	Melanie		☑