**ISWO Facilitator Task List – Sample from March 2014**

**Before the course opens**

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| **Task** | **Who** | **Done?** |
| Do a once over on the course to see what’s old - update facilitator names etc. / Remove any customization from last time around (especially things added to support a specific mini-session) |  |  |
| Update course schedule |  |  |
| Is the Collaborate room up to date? |  |  |
| Redo navigation screencast if necessary |  |  |
| Update survey and send it out to participants – what is the timeline for sending it out and getting responses back? | BCcampus |  |
| Review survey responses and sort participants into teams based on what it says they already know/want to learn etc. Post the teams in the course schedule. |  |  |
| Each facilitator creates introductory video (voiceover PowerPoint, VoiceThread, video, etc.) to introduce themselves in the introductions forum. Each do different format with meta-level analysis at end. Tell them our learning style? Make sure it’s posted before participants get access to the course |  |  |
| Book time in our schedules for ISWO, perhaps for office hours in Skype each week as well. Also add into our moodle profile. |  |  |
| Ensure copyright permissions for readings | BCcampus? |  |
| Decide if should hide Weeks 2-5 when we open the course so they don't get overwhelmed.  (Open early in Week 1) | With BCcampus? |  |
| Create a poll (moode, or Doodle poll) and ensure link is visible early in the course so we can firm up a time for the Collaborate session to happen (usually Tues or Wed in Week 1.) OR select the date yourselves and post. Add this to course schedule, too |  |  |
| Work on PowerPoint slides for Collaborate session in Week 1 |  |  |
| Facilitator starts threads (two of them) in Online Community Building forum: one for images and one for reactions to readings. Call them “thread 1” and “thread 2” because the text indicates they will be called this. |  |  |

**Week 1**

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| **Task** | **Who** | **Done?** |
| Post welcome message first thing into news forum to all participants. Possible inclusions:   * tell them to check the schedule and use it as a guide * let participants know Weeks 2-4 will be open in a couple of days if you have decided to hide them * tell them how to find our office hours and also when we each expect to be active in the course as facilitators (time of day) * indicate some of the first activities they should be working on this week * draw attention to Collaborate session date/time and point to instructions   (Facilitators take turns on writing posts throughout the course?) |  |  |
| Post facilitator introductions videos by Monday AM (if you haven’t posted them already) |  |  |
| Make sure the mini-session team planning forum is set properly.  Initially subscribe (not forced subscribe) everyone to the team planning forums so they get an email when someone posts there, and they can find it. |  |  |
| By mid-week (or before) connect with mini-session facilitators about how they will structure and facilitate their Week 2 sessions. Introduce their activities to them and help get them started. |  |  |
| Hold Collaborate kick-off session with participants mid-week and record for the others who weren’t able to be there.  Content for Collaborate session:   * show them briefly around Collaborate and some of its functions and features * explain that it’s a sampler of different activities; tell them they’ll be busy and later will have time to reflect on it, but it’s a starting point; * explain that there’s a mini-session planning forum for each team; their teams are noted in the activities schedule and the course schedule is a roadmap for what is going to happen in the course; * focus on why feedback and FLIF pieces are important (it’s like the ISW, you get feedback and reflect in person - so too for online); * give them an indication of the hours they should spend on the course and that it’s SO important to set aside time every day if they can; * go over teams, how the mini-sessions work, back pocket strategies * remember to mention that participants get tired and confused if put in new teams each week by facilitating teams. can also mention here that facilitating teams should keep the activities they create manageable for their fellow participants |  |  |
| Mid-week check in post in news forum:   * remind to participate in the online community building forum (especially to contribute images) * also to reply to the thread about the readings * announce where Collaborate recording is from the kick off session (This can go in the end of week wrap up, if timing is better) |  |  |
| Respond to forum posts in a way that models good facilitation |  |  |
| Write end of week post on Friday:   * we’re going to do a video for you based on the images you’ve put in the online community building forum * do the readings AND participate in the discussion - if you don’t discuss you’re missing out on half the learning * heads up to two activities being facilitated simultaneously in week 2 * they may want to begin the Week 2 readings over the weekend |  |  |
| Work very closely with the Week 2 mini-session facilitators.  They may well need help over the weekend to be sure they are ready.  Usually the Case Review Task Force activity is able to get started by sometime on Monday. The wiki activity may take another day to be ready. |  |  |
| Generate “our online community” video based on participants’ images, along with music. Make visible at the start of Week 2. Put it on a page in the course where “our online community video” is and make that section visible to participants. | BCcampus help? |  |

**(**Facilitator who is supporting the WLB team supports them throughout the week via email and posts in their team planning forum as necessary)

**Week 2**

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| **Task** | **Who** | **Done?** |
| General Week 2 start post in news forum  - introduce 1) wiki activity, 2) case course review activity (timing? Instructions?)  - tell them where they can find the Online Community video put together from their contributions |  |  |
| Facilitators check in individually by email or in team forums to see how teams are progressing facilitating their activities |  |  |
| Facilitator emails the Dueling Tools team to introduce their activities to them and help get them started for Week 3 facilitation |  |  |
| Mid-week check in post in news forum: remind participants to give feedback to facilitating teams by the end of the week in feedback forum |  |  |
| Start separate feedback threads for wiki activity team and case course review team in feedback forum so that participants can give feedback to those two teams facilitating this week; encourage teams to post in that thread if they are looking for specific feedback or just want general feedback |  |  |
| End of week wrap up post in news forum:Remind them to give mini-session facilitators feedback. |  |  |
| Remind mini session facilitators to compose their FLIFs at the end of the week, after they have received some feedback in feedback forum. Don’t forget to thank each team for facilitating and reminding them that they can back to ‘normal’ in the course |  |  |
| For the facilitation team they were supporting that ended their activity (Wiki Activity, Case Course Review) in Week 2, facilitator responds to individual FLIFs from within the Quiz tool (comment function) and sends participant an email when done with screenshot in it about how to find the comments. Respond to each respondent individually about their feedback.  Do for each team. |  |  |

**Week 3**

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| **Task** | **Who** | **Done?** |
| Beginning of week announcement   * Read the Unit notes and Week 3 readings * Remind them that the mini-session, this week, will be facilitated by \_\_\_\_\_ and instructions can be found \_\_\_\_\_ |  |  |
| Check in with Dueling Tools facilitators to see if they need anything |  |  |
| Facilitator emails the Facilitating Teamwork team to introduce their activities to them and help get them started for Week 4 facilitation |  |  |
| Check in with Week 5 facilitators to see if they have started planning |  |  |
| Do you need/want to do a mid-course Collaborate session? |  |  |
| Need a mid-week announcement? |  |  |
| Start the feedback thread for this week |  |  |
| End of week wrap up post in news forum:Remind them to give mini-session facilitators feedback. |  |  |
| Remind mini session facilitators to compose their FLIFs at the end of the week, after they have received some feedback in feedback forum. Don’t forget to thank each team for facilitating and reminding them that they can back to ‘normal’ in the course |  |  |
| ISWO facilitator read Dueling Tools facilitators’ FLIFs and give feedback |  |  |

**Week 4**

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| **Task** | **Who** | **Done?** |
| General week 4 start post in news forum:  -introduce facilitating teamwork activity |  |  |
| Facilitator supporting Facilitating Teamwork team checks in individually by email or in team forum to see how team is progressing facilitating their activities |  |  |
| Make sure end of course survey is updated. |  |  |
| Ensure that the ‘Assessing Participation’ mini-session facilitators are on track |  |  |
| Mid-week check in post in news forum: remind participants to give feedback to facilitating teams by the end of the week in feedback forum.  Mention that we usually have a wrap up party in Collaborate the last week (if you want to do this) |  |  |
| Start feedback thread for Facilitating Teamwork team in feedback forum so that participants can give feedback to that team facilitating this week; encourage team in trouble team to post in that thread if they are looking for specific feedback or just want general feedback |  |  |
| End of week wrap up post in news forum |  |  |
| Remind mini session facilitators to compose their FLIFs at the end of the week, after they have received some feedback in feedback forum |  |  |
| For the facilitation team they were supporting that just ended their activity (Facilitating Teamwork team), facilitator responds to individual FLIFs from within the Quiz tool (comment function) and sends participant and email when done with screenshot in it about how to find the comments. |  |  |

**Week 5**

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| **Task** | **Who** | **Done?** |
| General Week 5 start post in news forum:   * introduce team on Assessing Participation activity * confirm date of ISWO Wrap up Party in Collaborate and add date to course schedule - if having |  |  |
| Support Week 5 facilitators |  |  |
| Introduce “Looking Back, Looking Forward’ activity |  |  |
| Mid-week check in post in news forum: remind participants to give feedback to facilitating teams by Friday (end of course) in feedback forum |  |  |
| Start feedback thread for Assessing Participation team in feedback forum so that participants can give feedback; encourage team to post in that thread if they are looking for specific feedback or just want general feedback |  |  |
| Hold ending ISWO Wrap up Party in Collaborate sometime mid to later in the week.  Create 'Celebrate' side - discuss key points to raise with attendees. |  |  |
| End of week wrap up post in news forum: highlight that the survey should be filled out and where it is in the course |  |  |
| Remind mini session facilitators to compose their FLIFs by Friday night, after they have received some feedback in feedback forum if possible |  |  |
| Facilitator responds to individual FLIFs from within the Quiz tool (comment function) and sends participant and email when done with screenshot in it about how to find the comments. |  |  |
| Open up the final course evaluation and ask participants to complete |  |  |

**After the course**

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| **Task** | **Who** | **Done?** |
| Look at any additional resources that participants may have shared in the course and decide if any need to be added to the readings, or replace any readings currently there? |  |  |
| Review survey feedback |  |  |
| Prepare a brief or update task list for next ISWO facilitators, ensure that any course documentation or material is up to date. |  |  |
| Ideas for next time: |  |  |