# FLO Facilitator Task List – Updated April 2015

## 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, such as items added to support a specific mini-session. |  |  |
| Review course schedule. Post events milestones in calendar or handout. |  |  |
| Develop a communication plan for FLO facilitators (e.g. Use Google Doc to list weekly tasks, who will complete, and use comments to clarify) |  |  |
| Is the Blackboard Collaborate room (or synchronous tools of choice) up to date? |  |  |
| Make plans to assist with navigation – e.g. prepare a navigation screencast or hold and record a live “orientation” session. |  |  |
| Update pre-workshop survey and send it out to participants (or make completion part of the registration process). | BCcampus |  |
| Review survey responses and sort participants into teams based on what it says they already know/want to learn etc. Assign team names (colours) and post the list on the Hub page. |  |  |
| Each facilitator introduce themselves in the Introductions forum. Each do different format (voiceover PowerPoint, VoiceThread, video, embedded images, etc.). Perhaps keep one high tech to encourage experimentation, and the other relatively low tech to demonstrate that simplicity can be effective. Ideally this will be posted before participants get access to the course. |  |  |
| Determine whether you will run Week 1 Synchronous Sessions – pre-select tools and times (or poll participants). Decide who will lead and the division of tasks: e.g. prepare instructions and help materials, hit the record button, monitor text chat, post recording link.  |  |  |
| Book time in schedules for FLO, perhaps for office hours, and also check-ins with co-facilitator. Decide how everyone will share contact and availability details. |  |  |
| Test hyperlinked articles, documents, videos in weekly readings.  |  |  |
| Ensure copyright permissions for materials used in the workshop |  |  |
| Decide if should hide Weeks 2-5 when you open the course so participants don't get overwhelmed.  (Open early in Week 1) |  |  |
| Make sure the mini-session team planning forums are set properly. The demonstration mini-session should be set so that everyone has access to read along. The remaining mini-sessions should be private to the groups (teams) for each week. |  |  |
| Prepare PowerPoint slides for week 1 synchronous sessions (proposed schedule: Tuesday – Orientation & Navigation; Thursday – Expectations) |  |  |
| Facilitator starts threads for the Online Community Building forum and the How do I…? forum |  |  |

## Week 1

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| **Task** | **Who** | **Done?** |
| Post welcome message **first thing** into Open Forum to all participants. *Possible inclusions*:* check the scheduled events on the Calendar and use it as a guide
* Weeks 2-5 will be open in a couple of days (if you have decided to hide them)
* how to contact FLO facilitators and the anticipated times we’re online. Also mention the expected response time to messages / posts ?
* the idea of ‘teacher presence’ and forewarn about Nudges through the first week or so
* Live sessions date/time and point to instructions

(Facilitators take turns on writing posts throughout the course?) |  |  |
| Post a reminder of the LIVE session time and topic the evening before (Tues, Thurs) During the Orientation (1st) session, point out the location of the mini-session planning forums and briefly explain the subscription settings. |  |  |
| Post Nudges (a summary of what’s due and what’s ahead to help the participants get used to the flow of the course) – usually Mon night (before 1st LIVE session), Wed night (before 2nd LIVE session). **Mon Nudge**: reminder of 1st LIVE session, what they should have done by end of Monday, what is just ahead**Wed Nudge** – reminder of 2nd LIVE session, what they should have done by end of Wed and what is just ahead |  |  |
| Post facilitator introductions videos by Monday AM (if you haven’t posted them already) |  |  |
| Hold LIVE session Tuesday – “Workshop Orientation” – review sample scriptPost recording in Open Forum (and with Calendar event is also advisable) as soon as available. |  |  |
| Post starter thread mid-week for Weekly Journal Share for Week 1. They should share “nuggets” from their notes in their learning journal; remind them about self-assessment of participation and encourage them to share any early reflections |  |  |
| Hold LIVE Collaborate session Thursday – “Expectations” – review course “flow”, important activities, self-assessment and rubric/badges, mini-session process etc.Post recording in Open Forum as soon as available. |  |  |
| Post end of week summary & NUDGE:Remind participants to find their team and connect by Friday – they should post their contact information in their Team’s mini-session planning forum by FridayReview and comment on week’s activity in forums; encourage anyone who is starting late, etc. |  |  |
| Begin planning for demonstration Mini-session in Week 2 – post planning exchanges in Week 2 Mini-session Planning forum but ensure that it is open so participants can view the planning process.  |  |  |
| Post/broadcast Week 2 mini-session announcement and start-up directions by Sunday night  |  |  |

**Week 2**

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| **Task** | **Who** | **Done?** |
| Post a Monday night Nudge: introduce weekly synchronous sessions (optional) starting Tues, emphasize that mini-sessions start this week although first one is a demo by facilitators, add any general reminders |  |  |
| Facilitators check in individually by email or in team forums to see how teams are progressing facilitating their activities |  |  |
| Host first of the weekly Tues night exploration of a selected synchronous communication tool – record session – post to Open Forum (thread established just for Synchronous Sessions) as soon as recording available) |  |  |
| Add reminder posts, depending on the timeline established for the demo mini-session activity. Monitor progress through the activity. |  |  |
| Post a reminder near the end of the week – provide feedback to facilitators by Saturday  |  |  |
| Post feedback thread for Week 2 demonstration mini-session – midweek or? |  |  |
| Post thread for Weekly Journal Share forum. Include reminder of self-assessment of participation of FLO rubric. |  |  |
| Post shared FLIF as a document in Mini-session Activities section. Capture both facilitator’s demonstration mini-session reflections |  |  |
| Check in with two teams starting their mini-sessions in Week 3 (each of you support one team?). They should involve you in their planning; plan to be available to help with last minute postings to course page. |  |  |

**Week 3**

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| **Task** | **Who** | **Done?** |
| Post a Nudge at appropriate point near the beginning of the week to remind participants to check both mini-session instructions and timelines, highlight any potential conflicts between two simultaneous mini-session, to suggest some strategies for managing info flow (reminder of what was explained in Tues Orientation Collaborate session);  |  |  |
| Email / message teams with any missing pieces; point out potential conflicts or time constraints? |  |  |
| Check that Week 4 teams are connecting and planning and involving you in the process. Provide support and some direction; point them to the resources that will help guide their planning or provide ideas. |  |  |
| Check in with Week 5 facilitators to see if they have started planning |  |  |
| Do you need/want to do a mid-course synchronous session? |  |  |
| Need a mid-week announcement? |  |  |
| Start the feedback thread and a journal share thread for this week |  |  |
| End of week wrap up post in Open forum:Remind participants to give mini-session facilitators feedback; remind mini-session facilitators to complete FLIF on Sunday (after they’ve received feedback in the forum. |  |  |
| Don’t forget to thank each team for facilitating and reminding them that they can go back to ‘normal’ in the workshop ☺ |  |  |
| FLO facilitators read their team’s FLIFs and give feedback within the Quiz tool (comment function) and notify participants when done.  |  |  |
| FLO facilitators assist Week 4 teams to post instructions and announcement of mini-session activities – Sunday night |  |  |

**Week 4**

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| **Task** | **Who** | **Done?** |
| Monitor week’s events and post reminders if needed. |  |  |
| Facilitators monitor and provide support as needed to assigned teams for the week |  |  |
| Make sure end of course survey is updated. |  |  |
| Mid-week check in post in Open 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 the last week (if you want to do this) |  |  |
| Post two feedback threads (one for each team facilitating this week) by mid-week |  |  |
| End of week wrap up post in Open forum:Remind participants to give mini-session facilitators feedback; remind mini-session facilitators to complete FLIF on Sunday (after they’ve received feedback in the forum). |  |  |
| FLO facilitators read their team’s FLIFs and give feedback within the Quiz tool (comment function) and notify participants when done.  |  |  |

**Week 5**

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| **Task** | **Who** | **Done?** |
| General Week 5 start post in Open Forum:* introduce team on Assessing Participation activity
* confirm date of FLO Wrap up Party in Collaborate
* post a couple of different times on the selected day for participants to vote on? (if you can)
 |  |  |
| Support Week 5 facilitators; often the Looking Back/Looking Forward activity is facilitated by FLO facilitator – depends on number of participants – ask for volunteers early  |  |  |
| Introduce “Looking Back, Looking Forward’ activity |  |  |
| Mid-week check in post in Open 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 FLO Wrap up Party later in the week. Create 'Celebrate' slide - discuss key points to raise with attendees. |  |  |
| End of week wrap up post in Open forum: highlight that the survey should be filled out and where it is. |  |  |
| Remind mini session facilitators to compose their FLIFs by Friday night, after they have received some feedback in feedback forum if possible |  |  |
| FLO facilitators read their team’s FLIFs and give feedback within the Quiz tool (comment function) and notify participants when done.  |  |  |
| 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 FLO facilitators, ensure that any course documentation or material is up to date. |  |  |
| Ideas for next time: |  |  |