# INSTITUTE FOR PROFESSIONAL EXCELLENCE

# CareerPLUS+

# Facilitator Checklist

Note: More details about the checklist items below can be found in the [Technology Guide](#).

## Before the Micro Course

**3-4 Weeks Prior to Micro Course Start Date**

☐ Review the Micro Course Content Guide and Facilitator Guide.

☐ Review the Micro Course in Moodle for broken links, outdated content, quiz questions, etc. If anything needs to be updated, please email [careerplus@clarke.edu](mailto:careerplus@clarke.edu) with the requested update. (Note: Do not make the updates directly in the Moodle course shell.)

☐ The facilitator should create a 2-3 minute Welcome video to post in the micro course in Moodle that introduces learners to the micro course in a warm, engaging way and that gives more details about your background and expertise around the course topic. For instructions on how to record and/or post a video directly inside a Moodle Discussion Forum, view [this video](#). Also, you can [view this excellent example](#) of a facilitator welcome video. **Note:** For accessibility purposes, please be sure to add a disclaimer when posting the video saying that transcripts of the video are available upon request. If requested, the facilitator and/or the Institute could put together a transcript for the video.

## On Micro Course Start Date

☐ Unhide the micro course topic areas in Moodle. [Click here](#) for instructions.

☐ Post the 2-3 minute video introduction of yourself that you created earlier in the Open Forum.

☐ **Week 1 Email:** Send a "[welcome email](#)" to your micro course participants using QuickMail in Moodle, introducing yourself and your course and reminding them of the course start date.

☐ **NOTE: You will not get automatic notifications when someone posts in your micro course**. Make sure you "subscribe" to each of your micro course discussion prompt and open forum discussion forums if you want to be notified when someone posts. Specific instructions for setting up automatic notifications are available [here](#) and/or in the [Technology Guide](#).

## During the Micro Course

**Ongoing**

☐ Review and respond to participant posts within 48 hours. Examples of facilitator responses can be found [here](#).

☐ Encourage learners to respond to their peers and/or in your replies to their posts and/or draw connections between various learners' posts in the discussion forums.

- ☐ Send emails every 1-2 weeks to participants using Quickmail in Moodle. Click here for a link to sample weekly emails.
- ☐ Periodically check in with learners who have not logged into the course by the end of the first 10 days of the course to gently remind them that the course is only open for 8 weeks and that you wanted to check in to see if they had any questions or concerns.
- ☐ Review the Micro Course Facilitator Guide found in the "Facilitator Resources" section of your micro course in Moodle. Facilitators can use this guide during and after the initial micro course sessions to record ideas for facilitating engagement, special considerations for the micro course, etc. The guide is to serve as a "living document" where facilitators in future courses add their suggestions and ideas.

**Week 1**

- ☐ Email micro course participants who enrolled after you sent the welcome email. (The Institute for Professional Excellence staff will send you a list of "late" registrants.)
- ☐ Encourage participants to introduce themselves and provide a brief bio in the Open Forum discussion forum.
- ☐ Post in the Open Forum to encourage participants to identify a "learning partner" or peer support group with whom to connect outside of the micro course. See post template here.

**Weeks 2- 7**

- ☐ Send emails every 1-2 weeks to participants using Quickmail in Moodle. Click here for a link to sample emails.

**Week 8**

- ☐ **Week 8 Email:** Send a reminder to your micro course participants to complete the feedback survey. You can also recommend that the participants download the References handout prior to the end date of the course. [View email template here]
- ☐ Following completion of the micro course, facilitators will be asked by the Institute for Professional Excellence to provide their feedback.