

SAIL Coordinator Check List

Time Period	Task
Preparation	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm and review Research Ethics Board approval; make amendments as appropriate. <input type="checkbox"/> Check with Privacy Officer to confirm collection notice and ensure no requirements have changed. <input type="checkbox"/> Confirm ILOs that will be assessed. <input type="checkbox"/> Confirm strategy for inviting and engaging faculty. <input type="checkbox"/> Review the Learning Outcomes Assessment Principles for alignment with project goals. <input type="checkbox"/> Create Moodle Shells for each ILO Pod.
Kick Off	<ul style="list-style-type: none"> <input type="checkbox"/> Host kick off/info session with interested faculty members. <input type="checkbox"/> Once faculty confirmed, set initial ILO Pod meeting for introductory discussion. <input type="checkbox"/> Add faculty to ILO Pod Moodle Shells. <input type="checkbox"/> Remind faculty to include the collection notice in their syllabus and specify the assignment being collected prior to the start of class. <input type="checkbox"/> Host initial group meeting for each ILO Pod with introductions (name, course, how teaching/assessing the ILO); review the SAIL process; review the rubric and discuss if any revisions to rubric descriptions are needed; demo Moodle site.
Before Start of Class	<ul style="list-style-type: none"> <input type="checkbox"/> Remind faculty to include the collection notice in their syllabus and to specify the course assignment being collected. <input type="checkbox"/> ILO Pods meet to discuss teaching their ILO; build community and share strategies and update each other about the assignment experience so far.
During Semester	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm dates for Assessor training and Project Debrief. <input type="checkbox"/> Confirm assignment upload deadlines for ILO Pods. <input type="checkbox"/> Send reminders and detail steps for uploading assignments.
End of Semester	<ul style="list-style-type: none"> <input type="checkbox"/> Check that assignments have been uploaded, send reminders, confirm files can open. (Tip: download, open zip files, and check the number of student assignments). <input type="checkbox"/> Create assessor folders in ILO Pod Moodle shells. <input type="checkbox"/> Create assessor packages (letter the courses A1, B2, ... And numbered student assignments). <input type="checkbox"/> Determine faculty peer pairings (i.e., who will assess whose students). <input type="checkbox"/> Source a publicly available sample of a student assignment for Assessor Training. <input type="checkbox"/> Create a rating sheet template. <input type="checkbox"/> Prepare for Assessor Training sessions. <input type="checkbox"/> Deliver Assessor Training for each ILO Pod. <input type="checkbox"/> Determine if any students have chosen to opt-out of the project. If so, remove student assignment. <input type="checkbox"/> Send out packages of student artifacts to faculty peers. <input type="checkbox"/> Host Final Debrief with each ILO Pod or a joint debrief across the Pods.
Project Close	<ul style="list-style-type: none"> <input type="checkbox"/> Write final report. <input type="checkbox"/> Update this <i>SAIL Coordinator Handbook</i>.