

Setting up the Deadline Manager

Step	Action
1 CT	<p>First, create your course delivery plan:</p> <p>Before you can set due dates in your course, you will need to review these two documents:</p> <p>A. Your Teaching Timetable/Schedule: this was provided by your local principal or supervisor and specifies the days and times that you have to teach the course.</p> <p>B. Course Overview Moodle Page: This page, which is located in the second item in the course menu, contains a summary of the course. Notice that the “Big Picture” section in the <i>Course Overview page lists all lessons, assignments and tests.</i></p> <p>Use a calendar (either an app or a paper version) to plan YOUR delivery of the course. Start with the lessons and then add all assignments and tests, as shown in this example. Treat this calendar as your <u>personal</u> course planner. Don’t worry too much about getting all the dates right at this point. You will likely modify this plan as the course progresses. <i>Some suggestions:</i></p> <ul style="list-style-type: none"> • Whenever possible, try to leave at least 3 business days between assignments and tests to ensure that students receive feedback in a timely manner, as per grading turnaround times. • Consider the level of difficulty in each major assignment and make sure to leave room for preparation and review of major projects/assignments.
2 CT	<p>Add due dates to your Deadline Manager:</p> <p>Use your personal course planner (described above) to help you set the due dates for all summative assignments, unit tests and the final exam for the entire course. Do not worry about “locking” yourself into a restrictive schedule that you can’t control. As the course progresses, you will be able to adjust due dates to accommodate a slower teaching pace, if needed. However, please aim to be accurate when setting due dates that are set to expire within 7 days.</p> <p>Follow these steps to set due dates in the Deadline Manager:</p> <ul style="list-style-type: none"> • Open the Deadline Manager (located in the Teacher Tools block) and click on the “Manage Deadlines” button. • Click the “Enable” checkbox in the first activity and set the due date. Repeat until you have entered dates for all activities. • Click the Save “button”. • Print the Deadline Manager page and post it on your classroom bulletin board. Also, take a screenshot of this page for backup purposes. You may need to refer to it if your schedule is accidentally modified or deleted.
3 CT	<p>If you need to change class due dates:</p> <p>You may change upcoming due dates (for the entire class) to accommodate a slower teaching pace but please to avoid changing due dates that are set to expire in less than 48 hours, unless absolutely necessary. Please review due dates with your students well in advance to avoid frequent changes to the Deadline Manager.</p> <ul style="list-style-type: none"> • To change a class due date, open Deadline Manager and change the date for the assignment in question. • Click the Save “button”. A notification message will be sent to the OT.

★ Important: Please track and manage your due dates carefully. Once an assignment deadline is reached, your students will not be able to submit. A grade of zero is awarded automatically to any unsubmitted work.