eCampusOntario
Virtual Learning Strategy
Orientation Session

April 6, 2021
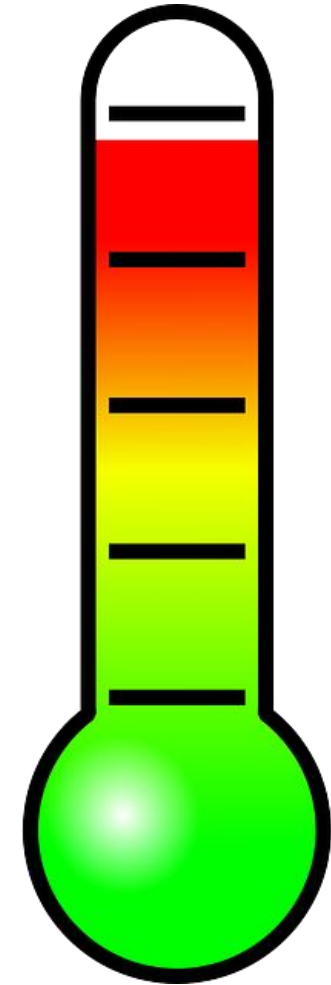
Temperature Check – Icebreaker Poll

How are you feeling about your VLS project work over the coming year?

Link shared to MS Form in chat.

Orientation Agenda

- Key agreement requirements
- Budget requirements
- Reporting requirements
- Project design & implementation
- Timeline

Key Agreement Requirements

- **Accessibility**: All deliverables need to be created in a machine-readable format compliant with the AODA

- **Open Licensing**: All content developed needs to be made public under a creative commons license.

- **Third-party materials**: Secure rights to embed third party content into the deliverable.

- **Funding acknowledgement**: All deliverables must provide prominent notices that the deliverables are funded by the Province of Ontario and Ontario Online Learning Consortium (OOLC).

Budget Planning

- Funds will be transferred quarterly to UofT, 25% of total per transfer:
  - April 15, 2021
  - July 15, 2021
  - October 15, 2021
  - January 15, 2022

- Budget Change Process: Changes need to be approved by eCO before:
  - New line items are created
  - Existing line items are removed

- Your local business officer will be your first point of contact for budgetary questions

Reporting Requirements

- Quarterly progress reports are required by eCO (format TBD by eCO):
  - June 18, 2021
  - September 17, 2021
  - December 16, 2021
  - February 28, 2022

- OVPIUE required by eCO to complete submission.
  - OVPIUE/OLS will not review submissions unless specific questions are noted.

Online Learning Strategies (OLS) Support

The OLS Team will provide:

- Project Design and Implementation Planning
  - Design Kick-off Workshops
  - Special Topic Webinars and SIG Round Tables

- VLS Project Resource web site

- Templates and tools

- Consultation and insight on design and content format

- Follow up and check-in meetings

Project Design & Implementation

Part 1 **Design Kick-Offs**	April 28	Modules, Pressbooks and OER projects	Participate as a project team
	April 29	Online Course projects	

Part 2 **Webinar Program and SIG Round Tables**	May 4	Packaging Strategies	Collaborators and Module/Course Builders, subject matter experts, coordinators, specialists - as applicable
	May 11	IP, Copyright and Admin	
	May 18	Faculty Development Projects	
	May 27	Universal Design and Accessibility	
	TBD	Simulation Projects	

Kick-off Design Workshops

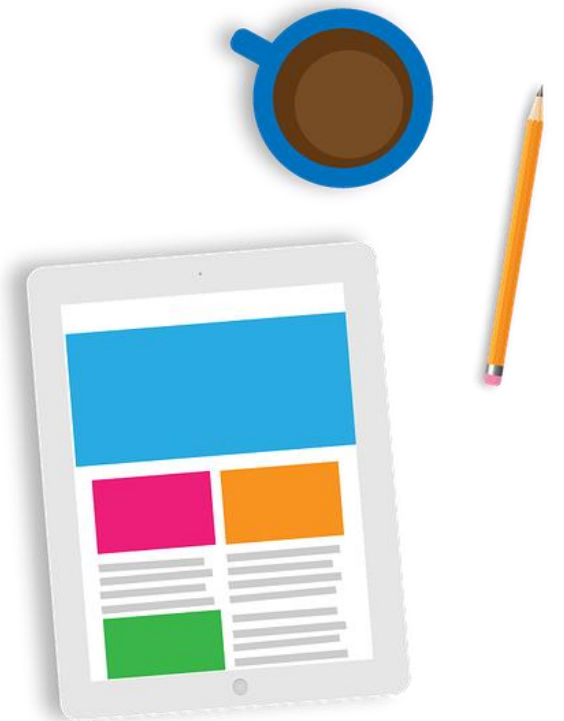|			
Wed. April 28 10 am – 12 pm	**Modules, OER, Open Textbook, Short Duration and Simulation projects**	**Design Process and Digital Content Sharing Considerations** • Practical process for integrated instructional design • Introduction to media design and packaging strategies • Review of available supports and guides	Project Teams
Thurs. April 29 10 am – 12 pm	**Online Course projects**	**Online Course Design Fundamentals** • Online course design process • Active learning strategies • Review of available supports and guides	Project Teams

Special Topic Webinar and SIG Program

May 4 1 – 2 pm	Packaging Strategies	Sharing and hosting options, technical considerations
May 11 11 am – 12 pm	IP, Copyright and Admin	Integration of existing materials/resources; licencing models
May 18 11 am – 12 pm	Faculty Development Round Table	Guiding principles, sharing approaches, ensuring impact
May 27 11 am – 12 pm	Universal Design and Accessibility	Foundational principles and practical implementation guides
TBD	Simulation Project Round Table	Simulation implementation and integration; strategies for re-use.

Collaborators and Module/Course Builders, subject matter experts, coordinators, specialists – welcome to join as applicable.

Project Management and Tracking Strategies

- Spreadsheet templates available:
  - Simple project management
  - Project team time logs

- Use these or similar tools to manage scope and budget.

- Tip: Design to meet your budget, rather than trying to stretch budget to meet your design.

Deliverables

- Deliverables are content to be "uploaded" to eCampusOntario library by Feb XXX, 2022 (non-negotiable).

- Additional details on format requirements and library platform enhancements to follow.

- *Note: Approval for VLS funding is not a commitment to online course offering in UofT programs, which must go through regular governance post-pandemic.*

Open UToronto

- OpenUToronto.ca will showcase of all 2021 projects with a short description and a link to project home page if divisionally hosted, or will provide project "landing" page

- Allows for visibility with UofT brand, provision of context for instructors (acknowledgements, terms of use, user guides)

- Customizable landing page for future iterations/reference

Building/Hiring Your Team

- **Outsource:** Upwork; Zip Recruiter

- **Buy out time of UofT staff:** cost recovery/transfer
  - *if* capacity available to work on VLS project

- **Hire casuals:** Use your professional network
  – Colleagues, grad students – iSchool, OISE, relevant discipline

- **RAs:** Follow practices within your division
  - (TAs – not an option unless direct relevance to current course delivery)

- **Post opportunity via Career Centre**/Work Study for Fall term
  - Student contributions or focus groups

Next Steps

- Confirm your budget and account numbers for transfer of funds
- Hire/confirm team members
- Watch for invitation to Kick-Off Design meeting and follow ups

Q&A

Contacts

- VPIUE
  - Julian Weinrib – Project Officer
  - Henry Ivry – Teaching Initiatives Coordinator

- Online Learning Strategies
  - Laurie Harrison – Director, Online Learning Strategies laurie.harrison@utoronto.ca
  - Will Heikoop – Online Learning Coordinator will.heikoop@utoronto.ca