**Roadmap from course preparation to course completion**

**General**  
This roadmap helps you to start and complete a course in an efficient manner. If you follow this roadmap, you do not need to make a course file anymore. It provides the Education Office with all the information to do this for you. The roadmap is divided into three phases:

1. The course preparation

2. During the course period

3. The course completion

1. **The course preparation**

**Step 1.1 Preparation and administration**

* Every year in April / May, course coordinators receive an e-mail from the FSS Education Office, to supply the texts in [UAS](https://uas.vu.nl/) for the study guide of the courses of which they are the course coordinator.
* Course coordinators receive an email from the Education Office FSS every semester[[1]](#footnote-1) before all courses start. If you are course coordinator, you will be asked to put in [UAS](https://uas.vu.nl/) information about the desired timetable, the teaching methods (lecture, seminar, practicum) and assessment methods of the courses for which you are the course coordinator. A resit is "automatically" scheduled in the resit week. For partial exams, the course coordinator indicates in UAS -under comments- how they will be retaken.
* Per semester, the teachers receive an e-mail from the Education Office FSS in which they are asked to check and, if necessary, change their availability for the courses in thatparticuar semester.

**Step 1.2 Writing a course manual**

Have the course manual ready no later than 2 weeks before the course begins so that students can orientate. It also saves many questions from students through the mail. FSW uses a [format Course Manual](https://vu.nl/en/employee/social-sciences-getting-started/fss-teaching-information). If this format is used, there is no need to provide a course file afterwards.

Click [here](https://drive.google.com/open?id=1xX6oUJ6bsQ3i73O0C5NOstnSYniixwJi) for an example of a course manual.

**Step 1.3 Setting up Canvas**

Set up your course's Canvas page no later than 2 weeks before the course 1egins. Use the course format provided to you by the Canvas team. They are also helpful in filling the Canvas page. On your page, take the following actions:

* Check whether all the teachers of the course are in Canvas. Add the teachers that are not yet enrolled and communicate to [onderwijscoordinator.fsw@vu.nl](mailto:onderwijscoordinator.fsw@vu.nl) which teachers are in your team.
* Advice: write your course manual in a Word document or PDF document and then upload it on Canvas. You must also upload the course manual in the course file (see step 1.1).
* On the homepage, the three latest announcements are visible.
* The course is structured via *Modules*, with a weekly repetition of items.
* In the Canvas menu, only the items you actually use are visible. In the format, the standard items are visible. If you do not use an item, please hide this item. E.g. if you do not use *Collaborations,* you hide this option.
* In *Assignments*, create an assignment for each test. Include information about the method of testing and the weight of the different tests.
* Import content and/or assignments from your course of the previous academic year (click [here](https://canvas.vu.nl/courses/24364/pages/copy-course?module_item_id=4260) for instruction).
* Write a welcome message in *Announcements*. Important information for students is whether they should (1) have books for the first lectures and (2) need to be prepared for the first day of class.

**2. During the course period**

**Step 2.1 Checking whether weekly modules are in Canvas**

In Canvas under *Modules*, you post information about lectures, workgroups and the preparation students need to do. See also [this spreadsheet](https://drive.google.com/file/d/1MJ3D8Nyut6LdtswerryjA3Gb1rft8qwj/view?usp=sharing) from the [Canvas Online Education course](https://canvas.vu.nl/courses/47759) for organizing and classifying the course content in Canvas.

**Step 2.2 Publication of results of partial tests in Canvas**

If you give partial assignments or tests to students and they are graded, publish these interim results in Canvas. You can do this by uploading your Excel file via *Grades*. (see this [link](https://sites.google.com/vu.nl/importgrades/homepage) for more information). Note: do not post the Excel file on Canvas directly, use *Grades*. Due to privacy legislation, you may not make a file available to all students if the file contains both student numbers and grades. If you follow the procedure above, each student will only see their own grade(s). If you need help, please contact [canvas.fsw@vu.nl](mailto:canvas.fsw@vu.nl). NB. The course manual describes how the grades of the various tests are weighed in the section about assessment.

**Step 2.3 Customizing the course evaluation form**

For most courses, students evaluate by means of a standard questionnaire that they automatically receive after the last exam. You can supplement this standard questionnaire with your own questions if you feel the need. About 4 weeks before the exam date you will automatically receive a message about this. In case you conclude your course with a final assessment other than an exam, the evaluation will be sent to the students on the last day of the course period.

**Step 2.4 Publication of the final mark**

* For courses with a (digital) exam in an exam room, you publish the final mark within 10 working days after the exam date on vu.nl in the VRR tile. This also holds for the resits.
* If the course is completed other than with an exam in an exam room (i.e., with an assignment, essay or project), there is no exam date in VRR. However, for study progress it is important that students are given deadlines that are scheduled *within* the period of the course. The course coordinator therefore determines the final submission deadline in Canvas on the basis of the annual calendar: the course will be finished at the end of the exam week and hence the assignments, essays and project work are submitted no later than in the exam week. The resit of assignments, essays or projects are scheduled in the resit week of the relevant period. The Education Office organizes the processes in such a way that all courses, regardless of whether they are tested with an exam or an assignment, essay or project, are handed in in the exam week and resits in the resit week. The deadline for submitting marks remains the same: 10 working days after the last day of the exam week or resit week.

**3. The course completion**

**Step 3.1 Feedback and report**

After the course evaluation closing date, you can view the results and respond to the student feedback within two weeks (you will be notified automatically).The evaluation system ensures that your feedback and the student response to the course evaluation are bundled in a report. Students will receive a summary of the results together with your feedback.

**Step 3.2 Completing the course file**

No later than 4 weeks after the completion of your course, a course file will be compiled by the FSS Education Office. If you have followed this roadmap, the Education Office gets all the relevant information to assemble this course file. If the information is incomplete, you will receive an email to still provide it.

1. February and March, the Education office starts to collect rosters for semester 1 and in September for semester 2. [↑](#footnote-ref-1)