Summer Institute Convener Checklist

I. Attend convener orientation

- [ ] Plan to attend a virtual convener orientation with Robin Bond and JuliA Metzker on June 9, from 1 - 2:30 pm. [Join Zoom Meeting: https://evergreen.zoom.us/j/84433444906]

II. Prepare Canvas

(*see additional information below about the content and structure of the Canvas site*)

- [ ] Verify information on the front page is accurate. Note the assigned room for your summer institute.
- [ ] Add convener names and preferred contact information.
- [ ] Amend institute agenda.
- [ ] Personalize welcome message - don't forget to include start times and location.
- [ ] Review community agreement and update if desired.
- [ ] Add digital copies of handouts, presentations, or other documents. to the ENGAGE module.

III. Welcome participants

IMPORTANT: Do this AFTER you receive notification from learningandteaching@evergreen.edu that participants have been added to your canvas site.

- [ ] Publish your content pages (instructions).
- [ ] Publish the course (instructions).
- [ ] Send your welcome message to enrolled participants using the messaging feature in Canvas (instructions) no later than one week prior to your institute start date .

IV. Monitor your email & canvas

- [ ] Your participant list may be adjusted due to waitlist adjustments and cancellations. If this happens you will receive an email letting you know the roster has been adjusted. Please make sure new registrants receive your welcome message.

V. Plan & Convene your institute

- [ ] Consult the Activity Planning Guide and Facilitation Planning Worksheet for inspiration.
- [ ] Familiarize yourself with the AV equipment in your assigned room.
- [ ] Save 15 minutes at the end so participants can complete the feedback survey.
- [ ] The Commons will provide a tea cart, signage, and important reminders - all of which will be delivered to your assigned location on the day of your institute. Please return items to the tea cart at the end of each day.

VI. Submit participant attendance report

- [ ] Attendance reporting is the mechanism by which participants and conveners are paid for their participation in a summer institute. The attendance reporting form can be found in the REFLECT Module (described below) of your Canvas shell. The Commons will preload the form with your information, and participant information, before your institute.

VII. Submit convener report

- [ ] Submit the reflective convener report. Reports are due two weeks after the institute, however, we recommend completing them sooner while the experience is still fresh in your mind.