



# Online Course Checklist

**Recommendation:** *As you work on your Unit of Instruction within the PCC online template, it is always a good practice to first compose your assignments in a word processor and then copy / paste them to the template. This provides a backup copy of your work and gives you the ability to take advantage of the spelling and grammar tools available as part of most word processing programs.*

## Assignment 1 - Introducing TWT and Analysis of Instructional Need

- *Have you completed the enrollment process?* There are two parts: the first is enrolling with TWT and the second (optional) is registering for graduate credit. If you haven't done this, go to: <http://www.ndtw.org/TWTYear7/Y7Reg/index2005.htm> and follow the directions. The last day to register for graduate credit is February 18, 2005.
- Download and print the TWT Course Checklist.
- Download and print the TWT Course Assessment Rubric (2005). Use it to guide you and to make sure that you are meeting the requirements for each assignment.
- Login to your PCC account ([www.ndtw.org/pcc](http://www.ndtw.org/pcc)) with your personal login/password, and verify your personal (profile) information.
- Access your TWT Unit of Instruction online template located on the PCC site. Enter the name of unit, grade level, and subject area associated with the unit.
- Complete Assignment 1, Activity 1A by describing the instructional need and rationale for your unit of instruction. Submit response to your TWT Unit of Instruction Template on your PCC site.

## Assignment 2 - Identifying Desired Results

- Access your TWT Unit of Instruction online template located on the PCC site. Use your login and password for the PCC.
- Complete Assignment 2, Activity 2A on identifying desired results. This includes unit standards, enduring understanding, essential questions, goal(s), and objectives.
- Submit responses to your TWT Unit of Instruction Template.

## Assignment 3 - Determining Acceptable Evidence (Assessment)

- Complete Assignment 3, Activity 3A on determining acceptable evidence.
- Submit responses to your TWT Unit of Instruction Template.

## Assignment 4 – Identifying Teaching & Learning Strategies and Planning Student Products

- Complete Assignment 4, Activity 4A on identifying inquiry-based, problem-based and project-based learning.

## Assignment 5 - Developing Student Learning Activities

- Complete Assignment 5, Activity 5A: Design six (6) student learning activities that will help students demonstrate understanding of this unit. Enter a **detailed** description of the activities in Assignment 5, Column 2 of the online template.
- Complete Assignment 5, Activity 5B: Enter the “Standard / Benchmark Identifier” number associated with the standard(s) on which EACH activity is designed to meet. Enter the “Standard / Benchmark Identifier” from Assignment 2, Column 1 into the appropriate locations in Assignment 5, Column 1.
- Complete Assignment 5, Activity 5C: Identify the technology tools that will be used for each of the Learning Activities. List the tools in Column 3 of Assignment 5.
- Complete Assignment 5, Activity 5D: Align each learning activity with the ND Library / Technology Literacy Standards. Enter the ND Library / Technology Literacy Standards and Benchmarks in Column 4 of Assignment 5.

## Assignment 6 - Interim Review, Implementation, and Reflection

- Complete Assignment 6, Activity 6A: Complete a final assessment and score your unit of instruction using the **TWT Course Assessment Rubric** at <http://www.ndtwt.org/TWTYear7/TWTRubric/TWTRubricSpr05.htm>.
- Complete Assignment 6, Activity 6B: Contact TWT for an interim review of your unit of instruction using the form available at: (<http://www.ndtwt.org/TWTYear7/Course/0course2005.htm>).  
**NOTE: your interim review request must be submitted by April 4, 2005 to receive full credit on this section.**
- Complete Assignment 6: Activity 6C: Begin implementation and collect (at least two) student samples / products that illustrate student achievement on one or more of the stated unit objectives.
- Complete Assignment 6: Activity 6D: At the completion of your implementation period, return to your online template and document any high points, tips, or lessons learned.
- Complete Assignment 6: Activity 6E: Review the final course requirements. See below.

### ~ TWT Course Requirements ~

1. Complete Unit of Instruction (online template)
2. Request for Interim Review of Unit of Instruction
3. Implementation and collect at least two student product samples
4. Completion of the PCC self-assessment (during the 5th administration)

NOTE: The delivery of all course requirements is conducted online. You will submit, to your TWT instructor, at least two student products as email attachments (if the documents are too large for email, please contact your TWT instructor for alternative arrangements). The submission of your student products signifies that you believe you have completed all the course requirements. A log of any Unit Template revisions made since the Interim Review is also required at the time you submit your student products. Your course grade will be directly related to the Course Assessment Rubric.