



Tips & Tricks for Campus Course Participation

We have found some institutions are intentional in promoting and encouraging group participation in this MOOC. We conducted follow up with some participants to receive tips, tricks, and recommendations from their perspective, combined and distilled below.

Coordinating the Campus Call

1. **Before you start, know what your goals are for course participation**
 - a. Will participation will be mandatory, optional, or encouraged?
 - b. Do you want folks to complete every module, specific ones, or do what they want?
 - c. Will you provide incentives or recognition at your campus for participation?
2. **Know who and what participation looks like**
 - a. Is participation based on representatives, full teams, or just whoever is interested?
 - b. Be clear who is facilitating and encouraging overall participants on your campus.
3. **Establish and clearly communicate engagement beyond actual course (if any)**
 - a. If you will have on-campus/ online discussions or meetings beyond the course:
 - i. In what modality options will you offer these?
 - ii. Will these meetings be ad-hoc or at specific course milestones/dates?
 - iii. If having recurring meetings, setting a consistent day/time is recommended.
 - b. Determine if you will inject your own assignments or calls for evidence of applying learning to their work (e.g., reviewing outcomes, identifying ways to share results).
 - i. Be clear with any deadlines and exemplify what deliverables might look like.
 - c. Plan periodic emails to folks with reminders and/or course-to-campus connections.
 - d. Whether unionized or not, set clear expectations around whether or not/to what extent folks can engage with the course while on the clock/during the work day.
4. **Schedule time to debrief**
 - a. Consider this per module.
 - b. Make time for this with respect to overall participant experience.
 - c. Intentional conversations about next steps.
 - i. Actions to be taken within their area, the larger team, etc.
 - ii. Discussion on whether to repeat experience with new/more participants.
 - iii. Sharing feedback and experience with SAAL 😊

Tips on Approach

- **Be flexible and adaptable.** Things happen and projects can take on a life of their own, so do not let rigidity stop a good thing from happening.
- **Keep your end goal/objective in mind throughout.** This can help you know where to be flexible versus where to course-correct activity.
- **Remain relevant.** Given the length of the course and when it's running, it can take steadfast reminders, check-ins, and continued nudging to keep this on people's radars.
- **Make it personal.** Make an effort to connect course content to campus activity and strategies. Review your learning outcomes. Consider consultation and reporting happening on your campus. When digging in here, draw parallels to make it relevant.
- **Store your stuff!** Determine if, how, and where notes/records of your efforts are stored.
- **Plan for what's next.** Before the course ends, identify the next PD effort (book club, task, project, webinar, project) to help plan for participation and maintain momentum.