Steps for Customizing the Course Template Before Opening Class for Students to Begin:

1.   Once courses and facilitators are confirmed, and have enough students registered, the Registrar will create the course shell with the start date set for the scheduled date of the new term.
   a.   the 2nd Monday of January – Term 1; the 2nd Monday of May – Term 2; or the 2nd Monday of September – Term 3
   b.   the class may be opened during the week prior to that set date by the facilitator if they choose to get students started early

2.   Facilitators should prepare a "Welcome Letter" to send to each student enrolled in their course. This should be emailed to the email address listed on the Participant's Page and it is suggested it also be sent via text. The Welcome Letter should include:
   a.   A brief introduction of the facilitator with name and role with iTEE. The co-facilitator's name should also be included if one has been assigned to the class.
   b.   A warm greeting about looking forward to having them participate in the course
   c.   a few highlights of the content that will be covered in the course
   d.   Some comments about doing this together and the value of the "learning community"
   e.   Directions for reading the "Announcements", "Chat Room", and "Prayer Room" forums.
   f.   Specific directions to add their story to the "My Personal Story" forum.
   g.   A clear description of communicating via Signal Private Messenger app and directions on how to download it to their phone
   h.   a note regarding the actual date the facilitator will open the class for students to begin their work

3.   The facilitator should set-up a group for the class in Signal so messages can be sent to everyone. Students should be added to the group as they download their own Signal app and connect with you.

4.   **BEFORE** opening the class the facilitator should complete customizing the set-up of the course, at least everything through Module 1. (See "Best Practices for Starting and Completing Courses" on the "Faculty and Staff" page in the Resource section on iTEE University website.)

a. Post the "Welcome Letter" and any other helpful information as separate posts in the "Announcements" forum i.e. weekly cycle, "Weekly Guidelines", especially for the first week, etc.

b. Facilitator should post "Contact Information and Office Hours" content in that resource page

c. Facilitator should post **personal story** and **picture** in the "My Personal Story" forum as well as any thoughts in the Chat and Prayer Room forums as appropriate.

d. Facilitator should read the "Facilitator's Teaching Notes" for the course (These should be "hidden" from the students.)

e. Using the "Edit" function the facilitator should "Hide" each Module after Module 1 so students cannot access those. Students should only be able access the current Module for the week, and previous Modules. This is to keep students working together through the course.

f. The facilitator needs to make certain there is only ONE Discussion Question forum in each Module. Typically the course shell will include a primary DQ and one or more Alternate DQ's. The facilitator may select the one they prefer, reword the question if desired or edit what is there to better fit the lesson content. Whichever DQ is selected the "Subject" box should include wording that relates to the lesson topic, or focus of the actual Discussion Question.

g. ALL unused DQ's should be deleted using the "Edit" function.

5. Please do NOT "Hide" any Life Notebooks from the students. These are graded activities and will negatively impact a student's completion if they are unable to see them.

6. Please do NOT delete any of the Life Notebooks from any of the Modules without contacting the Curriculum Director and receiving permission to do so.

7. The facilitator may add additional resources, articles, videos etc. that might enhance the learning value for the students. These need to optional and ungraded! The content, Life Notebooks, Discussion Questions and other items included in the Course Template have been designed to maintain a reasonable workload for students. Please be thoughtful about adding extra work to any of the modules.

6. Each Module should have all editing completed before it is opened for the students to begin.

Once these items are completed you are ready to open the course for the students to begin by changing the "enrollment date" on the "Participants Page." Please message them when you have opened the course.