## Summary of Course Sequence, Type of Task, and Task Description

<table>
<thead>
<tr>
<th>Course Sequence</th>
<th>Type of Task</th>
<th>Task Description</th>
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| Before          | Design       | • Set up, convert, or revise course content (syllabus and course readings)  
• Establish or revise timeline for course activities  
• Create, convert, or revise course format  
• Create, convert, or revise course strategies  
• Develop or update technology-based materials  
• Develop or revise support materials (orientation)  
• Set up course features in LMS or copy features from previously taught course  
• Upload new or existing materials to LMS  
• Activate course  
• Send welcome letter to learners before course begins |
| During and at the end of the course | Administrative | • Communicate with learners through announcements  
• Assign learners to groups or teams in the LMS  
• Manage the technology  
• Check learner participation and course interactions  
• Provide technical and instructional support |
| Facilitative | | • Set agenda and start discussion in group forums  
• Ask questions during discussion, encourage participation, and solicit comments  
• Read learner postings and provide insights  
• Guide group or team activities  
• Share resources and solicit comments |
| Evaluative | | • Give individual and group or team feedback  
• Grade assignments  
• Conduct mid-course feedback |