Instructor Checklist

ensightful

Taking the following steps to ensure that Ensightful is fully utilized throughout your course:

Before the First Class:

- [ ] Go through the course setup process on LTI or *Self-Serve*.

- [ ] After completing the setup process, watch the *Instructor Walkthrough* video to familiarize yourself with how to use Ensightful.

- [ ] Customize your *Weekly Summary Emails* to your preference.
  - E.g.: You can choose to receive a class progress report once a week.

- [ ] Create example tasks using *Task Templates*. *(Optional)*
  - We highly suggest you do so as it will guide your students in the right direction.

Within the First Week of Classes:

- [ ] Make an announcement in class (or on the LMS) to inform students that they will be using Ensightful this semester. They will receive an email invitation to join Ensightful.

- [ ] Clearly explain the *benefits of using Ensightful*.
  For Example:
  - ✅ Students will develop collaboration and project management skills.
  - ✅ Instructors can provide students with specific feedback based on their progress.
  - ✅ *Easily transition to similar tools* (e.g., Asana and Monday.com) used in most professional workplaces.

Throughout the Semester:

- [ ] Check Ensightful regularly to review *student progress*, unread messages, and *alerts*.
  - We suggest checking Ensightful at least twice a week.

- [ ] *Engage with students regularly*.
  - E.g.: Leave comments or feedback on a task, or send check-in messages to teams.
  - E.g.: Arrange *check-in meetings* halfway through the project with students to *discuss team progress and potential issues*.

- [ ] Follow up with Off Track and Caution teams.
  - Have teams that are falling behind? Check out this *blog post* for tips!