Instructor Guidelines

To increase the success of using Ensightful, we offer these best practices:

At the Start of Your Course:

1. Watch the videos in the _instructor playlist_ for tips on how to use Ensightful.

2. Advise students to watch _support videos_ and read the Community Guidelines & Code of Conduct.

3. Reserve time within the first few weeks of classes to demonstrate the platform to students and encourage them to start using Ensightful to establish a clear project management mindset.

   - Show the _Student Walkthrough_ video in class.

   - Discuss the _benefits of using Ensightful_.

4. Communicate your expectations. We strongly recommend doing the following:

   - Arrange _check-in meetings_ halfway through the project with students to _discuss team progress and potential issues_.

   - Encourage students to log into Ensightful at least 2-3 times per week to update their progress.

   - State your preferred method of communication (e.g., Ensightful, email, or Canvas).

5. Encourage students to draft a team contract.

Ways to Encourage Student Use of Ensightful

1. Make Ensightful a mandatory tool in your course and add a graded component to using Ensightful (could be 1%).
   Award additional points for:

   - Student weekly activity around tasks (created, updated, etc.)

   - Student communication using the Ensightful chat

   - Amount of feedback given to peers

   - A project plan created at the start of the course

2. Create example tasks using _Task Templates_ to get students started.

Throughout your Course:

1. Remind students to distribute their workload evenly to avoid free-riding:
   - Each student should be responsible for a mix of _high, medium and low workload tasks_.
   - Be clear of any penalties for unequal workload distribution.
2. Arrange for _mid-project check-ins_ with teams where _students can show their progress_.
3. _Look out for teams labelled 'Caution' or 'Off-track'_:
   - Review _alerts_ and _weekly summary emails_ for potential problems.
   - Send a message to check on teams and schedule a meeting if necessary.

At the End of Your Course:

1. Refer to your _Ensightful analytics_ when grading:
   - Check the workload distribution for peer evaluation consistency.

If you have questions, feel free to reach out to our team at _info@ensightful.ca_.