

Checklist for HLLN's instructors

HLLN and instructors in HLLN programs are committed to supporting students in their learning experience. Therefore, we have listed below a checklist for course days, and important information for instructors to note to students.

In-Class - On the 1st day of your program:

- ✓ Notify HLLN immediately if you become aware that a student has mis-represented their education or experience to meet the entry requirements
- ✓ Review the "Student Conduct Policy" with your students
- ✓ Ask students to notify HLLN at hlln@yorku.ca if they will be absent, or if they are not able to complete the program
- ✓ Take and record attendance in eClass

Please note, while students need to notify HLLN, they should also be aware of HLLN's program policies regarding "transfers and/or cancellation", these can be found on HLLN's website

- ✓ Remind students about the following:
 - Access to **eClass** (York's Learning Management system) is only available for the course duration.
Students will not be able to access eClass after their program end date
 - Download and save a copy of their program material (e.g., the binder/presentation with slides)
Once eClass closes they will no be able to access it.
 - Requirements to receive a certificate of completion and digital credentials (this last one, if applicable)
 1. Attend all program sessions
 2. Complete all program components, including assignments and assessments by program end date
 3. Attend Legal webinar
(The legal webinar only applies to the following programs: Advanced Patient Navigation, Lifestyle and Wellness HC and Chronic Disease Management HC)

Warn students that after their course finishes, they will not be permitted to submit any mandatory assignments or assessments and they will fail the program

- ONLY IF they have completed all mandatory requirements, students will receive their certificates of completion and digital credentials 2-3 weeks after the program end date, once HLLN confirms all the requirements have been recorded/verified. Ask students to check their email inbox and junk/spam folder for any updates

In-Class: On the last day of your program:

- ✓ Allocate some time at the end of your program, so students submit the **program evaluation forms/ program surveys**

- ✓ Make program suggestions to your students, so they can develop further their skills and learning (e.g. Advanced Wound Care, Advanced IV, Motivational Interviewing)

- ✓ Remind students about the following:
 - Requirements to receive a certificate of completion and digital credential/Digital Badge (they are the same) (this last one, if applicable)
 1. Attend all program sessions
 2. Complete all program components, including assignments and assessments by program end date
 3. Attend Legal webinar
(The legal webinar only applies to the following programs: Advanced Patient Navigation, Lifestyle and Wellness HC and Chronic Disease Management HC)
 - Students will receive their certificates of completion and digital credentials 2-3 weeks after the program end date, once HLLN confirms all the requirements have been recorded/verified. As students to check their email inbox and junk/spam folder for any updates
 - Access to **eClass** (York's Learning Management system) is only available for the course duration and eClass will close at course completion

On the last day of your program - Before the end of the day:

- ✓ Ensure that you have:
 - Recorded program attendance in eClass,
 - Completed the “grading/marking” of any assignments submitted by learners AND recorded the final result in eClass **BEFORE the end of the day.**

Thanks to all of you (instructors) for your support!

The HLLN team