Two in-person workshops have been organized for the new Course Outline Manager.

1. **Course Outline Manager - Authors Workshop** [Wednesday, July 18th. 1:00pm-2:30pm. Library, Room 262]
   - Brief Introduction to the tool
   - Importance of using the correct fields for data collection
   - Working with Learning Outcomes in the Course Outline Manager
   - Communicating with your Reviewer/Approver
   - What to do with your completed and approved course outline
   - Where to find support
   - Hands-on assistance provided for the remainder of the session (please bring a laptop)

2. **Course Outline Manager - Reviewer and Approver Workshop** [Wednesday, July 18th. 3:00pm-4:00pm. Library, Room 262]
   - Brief introduction to the tool
   - How the review process works
   - How the approval process works
   - What to look out for when reviewing/approving an outline
   - Where to find support

Additional workshops may be added based on demand, as we have limited space available.

In addition to these two formal workshops there will also be two additional informal drop-in sessions for Course Outline Manager assistance that week:

1. **Drop-in Session 1** [Thursday, July 19th. 2:30-3:30pm. Library, room 262]
2. **Drop-in Session 2** [Friday, July 20th. 2:30-3:30pm. Library, room 262]

These sessions are open to anyone with any role in the Course Outline Manager for hands-on assistance. No registration required. Please bring a laptop. First-come, first-serve.

As we are in the midst of vacation season and this is fairly short notice, we realize some may not be able to attend. There are fairly extensive resources available online as well. They can be accessed on the following page: [https://opened.uoguelph.ca/instructor-resources/Course-Outline-Manager](https://opened.uoguelph.ca/instructor-resources/Course-Outline-Manager)

I'm looking forward to seeing many of you in-person at the sessions and drop-ins next week if you can make it.
One final note. **We're ready to start accepting course lists and outlines for the S18/W18 semesters** from any departments that have not yet sent them to us. Please send those in to dvmrev@uoguelph.ca at your earliest convenience. Our staff will use the rest of their summer work hours to enter those outlines into the system.

Kind regards,

~Owen

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