Virtual Learning Strategy

Welcome

Today:

→ Please introduce yourself in the chat! Let us know who you are and where you are from.

→ Please use the chat or unmute your microphone to ask a question.

→ Use the CC (Closed Captioning) button to enable closed captioning on demand on your device.

→ Please mute your microphone if you are not speaking.

→ Refer to the chat window for instructions on how to access simultaneous French translation and PowerPoint presentation

→ This session will be recorded and shared with all registrants
VIRTUAL LEARNING STRATEGY-
Second Round of Funding

Project Team Kickoff Orientation

eCampusOntario
Project Management Office (PMO)

VLS@ECAMPUSONTARIO.CA
Land Acknowledgement

eCampusOntario's offices in downtown Toronto are located on the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis.

In this virtual space we are all convening from different places. This is one of the things that makes the online environment special. Using the chat window, you can acknowledge the traditional territories from which you join by referencing this link:

https://native-land.ca/territory-acknowledgement/
VIRTUAL LEARNING STRATEGY

Your VLS Project Team

Cailin Ahloy
Senior Project Manager

Rosie Gao
Project Manager

Nishant Jain
Project Analyst
Objectives of Orientation

→ Reporting and Project Schedule
→ Communications Touchpoints
→ The eCampusOntario PMO and VLS
→ Questions
VIRTUAL LEARNING STRATEGY

Reporting

Monthly vs. Quarterly

→ How are they unique?
→ Project Schedule

Purpose

→ Why report?
→ Report | Analyze | Evaluate Impact

Getting Started

→ Key Inputs
→ Summary of Reporting Steps
VIRTUAL LEARNING STRATEGY

Reporting – Monthly vs Quarterly

Monthly Report

• Reporting against the Project Plan submitted
  • Provides eCampusOntario with overall VLS project health
  • Identifies any common impact events across all projects
  • No more than 20 minutes

Quarterly Report

• Reporting against the Project Plan submitted

• Reporting against the outcomes of the VLS investment
  • Research and insight driven
  • Opportunity to share a more holistic story of your project
  • No more than 40 minutes
Project Schedule

Q1 Quarterly Report Due
Jun 24, 2022

Q2 Quarterly Report Due
Sept 23, 2022

Q3 Quarterly Report Due
Dec 16, 2022

Project End Date
Feb 28, 2023

Q4 Quarterly Report Due
Mar 10, 2023

Jul 22, 2022
Monthly Report Due

Aug 19, 2022
Monthly Report Due

Oct 21, 2022
Monthly Report Due

Nov 18, 2022
Monthly Report Due

Jan 27, 2023
Monthly Report Due
Why Report?

eCampusOntario collects information regularly throughout the project to ...

→ Understand challenges and celebrate successes
→ Identify priorities and needs
→ Understand best practices and approaches

Which allows us to ...

Develop and communicate a holistic understanding of the state of digital-by-design learning in Ontario
VIRTUAL LEARNING STRATEGY

Purpose

Report
Communicate overall project health and individual needs to proactively mitigate risks and enable project success

Analyze
Generate transferrable lessons learned and improve our ability to support you

Evaluate Impact
Recognize key findings to celebrate success and maintain momentum of the VLS investment
**VIRTUAL LEARNING STRATEGY**

## Reporting – Project Progress

<table>
<thead>
<tr>
<th>ID#</th>
<th>Project Milestones</th>
<th>Duration</th>
<th>Delivery Date</th>
<th>% Complete</th>
<th>Status (drop-down menu)</th>
<th>If date changed, provide reason(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Milestone 1</td>
<td>x weeks</td>
<td>mm/dd/yyyy</td>
<td></td>
<td>Jeopardy of missing milestones</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Milestone 2</td>
<td>x weeks</td>
<td>mm/dd/yyyy</td>
<td></td>
<td>Off-track, action &amp; attention needed</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Milestone 3</td>
<td>x weeks</td>
<td>mm/dd/yyyy</td>
<td></td>
<td>Activities on track</td>
<td></td>
</tr>
</tbody>
</table>

**Overall project progress (%):** 60

**% Complete:** % of work (estimated) currently completed (YTD)
**Status:** Indicator of the project health to date
**Overall Project Percentage Complete:** % of work (estimated) currently completed (YTD)

Final deliverable captured: “Upload resource(s) to the eCampusOntario Open Library”
## Risk Awareness

<table>
<thead>
<tr>
<th>Risk or Issue</th>
<th>Probability</th>
<th>Impact</th>
<th>Priority</th>
<th>Response Plan</th>
<th>Progress</th>
<th>Resolution Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk #1</td>
<td>Unlikely</td>
<td>Moderate</td>
<td>Minor</td>
<td>Plan #1</td>
<td>In Progress</td>
<td>mm/dd/yyyy</td>
</tr>
<tr>
<td>Risk #2</td>
<td>Very Likely</td>
<td>Critical</td>
<td>Critical</td>
<td>Plan #2</td>
<td>Closed</td>
<td>mm/dd/yyyy</td>
</tr>
<tr>
<td>Risk #3</td>
<td>Likely</td>
<td>High</td>
<td>High</td>
<td>Plan #3</td>
<td>Closed</td>
<td>mm/dd/yyyy</td>
</tr>
</tbody>
</table>

**Risk Awareness and Change Acceptance are usually linked**

- Risk Awareness is a method of navigating and documenting the future
- Risk implies potential future impact, and issues have a current impact
- Prioritizing risks and issues based on probability and impact facilitates an appropriate response
## Reporting – Financial

<table>
<thead>
<tr>
<th>Budget Line</th>
<th>Budgeted Amount (Rounded)</th>
<th>Actual Expenditure ($)</th>
<th>Projected Spend ($)</th>
<th>Variance ($)</th>
<th>Comments (only required if variance ≠ 0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>(Prepopulated)</td>
<td></td>
<td></td>
<td>(Auto-populated)</td>
<td></td>
</tr>
</tbody>
</table>

**Actual Expenditure**: Funding amount spent so far (YTD)

**Projected Spend**: What you anticipate spending over the remainder of the project

**Variance** = Budgeted Amount – (Actual Expenditure + Projected Spend)

- ✓ Please report on the funding awarded through your VLS agreement **only**.
- ✓ Please enter a value of 0 to indicate $0 in spending. Do not leave any fields blank.
VIRTUAL LEARNING STRATEGY

Live Demonstration of the Report Submission System
## Summary of Reporting Steps

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Create your status reporting login</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> returning users must create a new account</td>
</tr>
<tr>
<td>2</td>
<td>Visit <a href="https://ecampuspmoprod.powerappsportals.com/">https://ecampuspmoprod.powerappsportals.com/</a> to sign in</td>
</tr>
<tr>
<td>3</td>
<td>Access your report(s) associated with your unique project identifier</td>
</tr>
<tr>
<td>4</td>
<td>Select your preferred language</td>
</tr>
<tr>
<td>5</td>
<td>Enter relevant information, ensuring all information is correct before submitting</td>
</tr>
<tr>
<td>6</td>
<td>Submit your report, you will have view-only access to all submitted reports</td>
</tr>
</tbody>
</table>
VIRTUAL LEARNING STRATEGY

Change Acceptance

Please reach out to vls@ecampusontario.ca to discuss any changes requested for your project

- Identify need
- Fill out Change Request form
- eCO Project Manager and institution Project Contact evaluate risk and results
- Communicate Change Advisory Board decision to institution
- If accepted, implement change
- Monitor and document change

<table>
<thead>
<tr>
<th>Project Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unique Project ID</td>
</tr>
<tr>
<td>Lead Institution</td>
</tr>
<tr>
<td>Contact Name and Email Address</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Change Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Change</td>
</tr>
<tr>
<td>Reason for Change</td>
</tr>
<tr>
<td>Expected Result of the Change</td>
</tr>
<tr>
<td>Alternate Solutions Explored</td>
</tr>
<tr>
<td>Risk Considerations</td>
</tr>
<tr>
<td>Quality Implications</td>
</tr>
</tbody>
</table>
VIRTUAL LEARNING STRATEGY

Communication Touchpoints

--- eCampusOntario PMO support

--- Post-report outreach

--- VLS general communications
Virtual Learning Strategy

eCampusOntario PMO Support

- Sharing knowledge
- Holistic problem solving
- Project management guidance
- Regular updates for MCU
- Liaise with the Virtual Learning Advisory Committee (VLAC)
- Support execution of project work
Virtual Learning Strategy

Post-Report Outreach

Review

- Review reports and compile findings related to overall VLS status

Assess

- Follow up and consult with institution leads as needed

Communicate

- Ongoing reporting with stakeholders
Upcoming Communications and Resources

→ Recording of this briefing **May 30**

→ Authentication email from the reporting portal **Week of June 06**
  → from: VLS Reporting (No-Reply)

→ Reporting How-to Guide **June 13**

→ FAQs **June 13**
Programs & Services

Professional Development

Empowers educators to explore a range of emerging technologies and pedagogical practices for effective online and technology-enabled teaching and learning.

extend@ecampusontario.ca

Open Educational Resources

The Open Library provides educators and learners with access to more than 600 free and openly-licensed educational resources.

open@ecampusontario.ca

Personalized Learning

This program explores the use of adaptive learning technologies across the sector and is working to increase awareness through professional development and pilot studies.

adaptivelearning@ecampusontario.ca

Competency-based Skill Development

Micro-credentials help learners develop the most relevant and in-demand skills and competencies through fast, accessible and affordable education.

micro@ecampusontario.ca

French Experiential Learning

CAPFO is a digital experiential learning initiative offered to learners in Francophone and bilingual post-secondary institutions in Ontario by pairing real business projects with programs and courses.

fr@ecampusontario.ca
VLS Communications

VLS@ecampusontario.ca

A channel for the PMO to provide dedicated support for each VLS project

Add to your safe sender’s list

Monitored daily

Our Commitment to Serve You in Your Language

Every VLS project is welcome to submit their report in English or French

Users may access their report in either language using the EN/FR toggle in the tool

Institutions may submit questions to the VLS inbox in the language of their choice. We will do our best to respond in the language the question was received in a timely fashion. Some delays may be expected. English may be used for urgent matters.
Questions?

VLS@ECAMPUSONTARIO.CA