

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

ecampus
Ontario



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/>

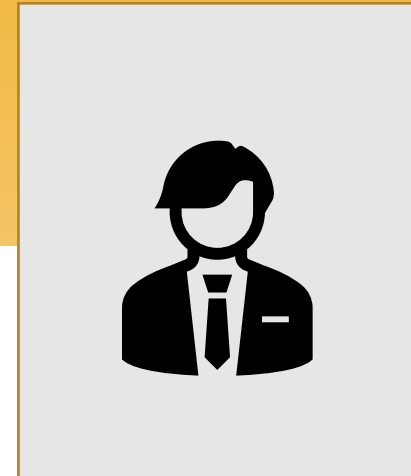
Your VLS Project Team



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

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

Reporting – Monthly vs Quarterly

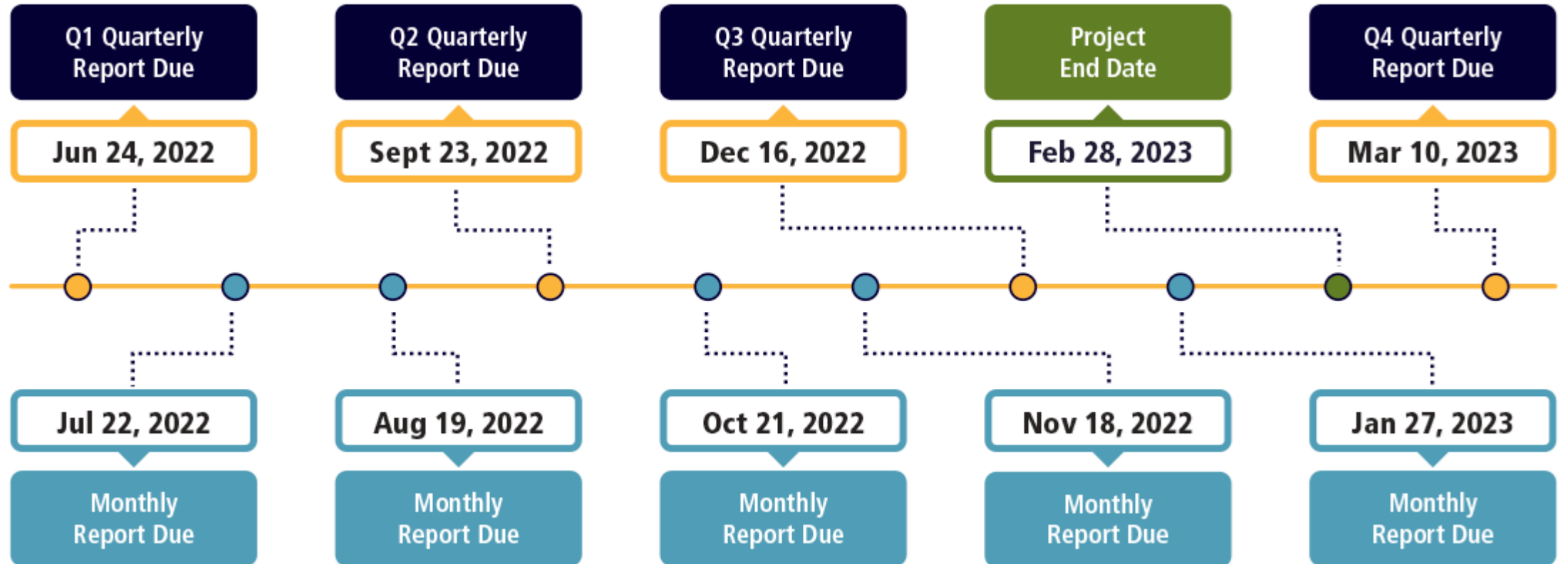
Monthly Report

- 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



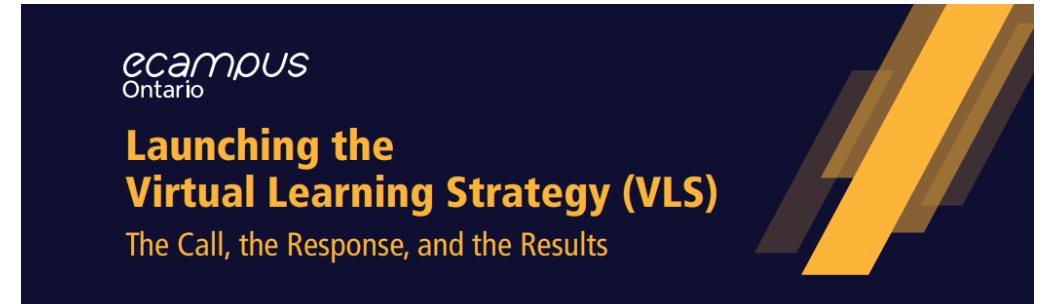
Why Report ?

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



The VLS is supporting on-going and future virtual learning needs at all Ontario Indigenous Institutes, colleges, and universities.

The VLS investment is:

- ✓ Helping make the next semester better than the last
- ✓ Accelerating the transition from emergency remote teaching to high-quality online learning
- ✓ Preparing the Ontario postsecondary sector for a future of hybrid learning
- ✓ Positioning Ontario as a global leader and innovator in virtual teaching and learning

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

Reporting – Project Progress

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

Overall project progress (%):	60
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% 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

Risk or Issue	Probability	Impact	Priority	Response Plan	Progress	Resolution Date
Risk #1	Unlikely	Moderate	Minor	Plan #1	In Progress	mm/dd/yyyy
Risk #2	Very Likely	Critical	Critical	Plan #2	Closed	mm/dd/yyyy
Risk #3	Likely	High	High	Plan #3	Closed	mm/dd/yyyy

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

Budget Line	Budgeted Amount (Rounded)	Actual Expenditure (\$)	Projected Spend (\$)	Variance (\$)	Comments (only required if variance ≠ 0)
Total	(Prepopulated)			(Auto-populated)	

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

1 Create your status reporting login

Note: returning users must create a new account

2 Visit <https://ecampuspmoprod.powerappsportals.com/> to sign in

3 Access your report(s) associated with your unique project identifier

4 Select your preferred language

5 Enter relevant information, ensuring all information is correct before submitting

6 Submit your report, you will have view-only access to all submitted reports

Change Acceptance

Please reach out to vl@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

VLS Change Request

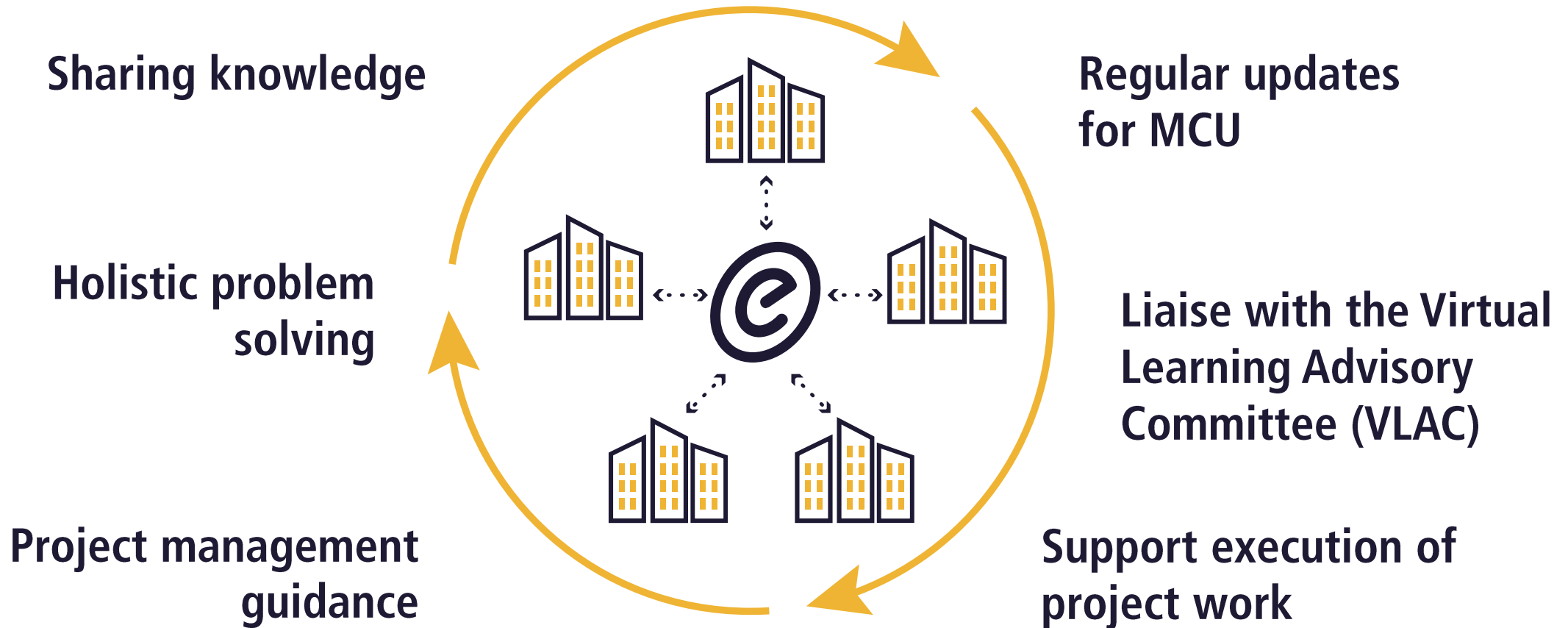
Project Details			
Unique Project ID	Click or tap here to enter text.	Change ID	<<Internal>>
Lead Institution	Click or tap here to enter text.	Date Requested	Click or tap to enter a date.
Contact Name and Email Address	Click or tap here to enter text.	eCampusOntario Project Manager	<<Internal>>

Change Details	
Proposed Change	<i>What change are you proposing to make?</i> Click or tap here to enter text.
Reason for Change	<i>What is the business or project reason for the proposed change?</i> Click or tap here to enter text.
Expected Result of the Change	<i>What is the expected result or intended outcome if the proposed change is implemented successfully? What risks may be mitigated if implemented?</i> Click or tap here to enter text.
Alternate Solutions Explored	<i>List alternate solutions that were explored, if any, before deciding to pursue this change.</i> Click or tap here to enter text.
Risk Considerations	<i>List known risks to your project or institution for implementing the proposed change.</i> Click or tap here to enter text.
Quality Implications	<i>What implications will the proposed change have on the quality of your project or to the expected outcomes?</i> Click or tap here to enter text.

Communication Touchpoints

- > eCampusOntario PMO support
- > Post-report outreach
- > VLS general communications

eCampusOntario PMO Support



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**



<https://openlibrary.ecampusontario.ca>



<https://www.ecampusontario.ca/adaptive-learning/>



Programs & Services



<https://extend.ecampusontario.ca>



<https://capfo.ca>



<https://micro.ecampusontario.ca>

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

