

See <http://tinyurl.com/duttonlist> to review a more detailed checklist with links to examples and help documents.

SEVERAL WEEKS BEFORE

- Review Best Practices and Expectations
- Add learning designer to all course sections in Canvas (as “Course Admin”)
- Merge course sections (if applicable)
- Import content into Canvas
- Review & update the following in Canvas:
 - Syllabus
 - Course settings
 - Navigation structure
 - Calendar
 - Modules
 - Assignment pages
 - Gradebook
 - Personal notifications
- Reactivate library reserves (if applicable)
- Hide select class materials from student view in Canvas and/or Drupal (optional)
- Review & revise online course materials (Drupal)
- Send a welcome letter to students via LionPath or Starfish

ONE WEEK BEFORE

- Publish course
- Publish orientation materials
- Send “Welcome” announcement

FIRST WEEK

- Post “personal introduction”
- Review class introductions
- Summarize students’ postings
- Contact students who haven’t accessed the course

THIRD & SEVENTH WEEK

- Undergraduate Courses: Submit week 3 & 7 early progress report via Starfish
- Graduate Courses: Send email to low-performing students via Starfish

DAILY

- Monitor class discussions
- Monitor email

WEEKLY

- Post weekly announcement
- Grade assignments
- Summarize discussions
- Hold office hours (optional)
- Update class calendar if necessary

MID-SEMESTER

- Gather student feedback via mid-semester evaluation

ABOUT 3 WEEKS BEFORE SEMESTER ENDS

- Encourage participation in the SEEQ

LAST DAY

- Post end-of-class announcement
- Handle deferred grades
- Remind students to download/print any work they’d like to keep
- Post final grades in LionPath
- Review & revise course materials for future offerings