### 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

### 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

### 2 WEEKS BEFORE SEMESTER ENDS
- Encourage participation in the SRTE

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

### 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