

PREPARE & MANAGE YOUR COURSE

FACULTY- PREP COURSE FOR NEXT SEMESTER ADJUNCT/ DC

- Clean up the Master shell by ensuring the most current content is in course
- Add a copy of your old syllabus so adjunct / DC can use as a model
- Ensure competencies and learning objectives are correct in syllabus and in each module overview
- Check to make sure grading scale matches syllabus & grading scheme in Canvas
- Review & organize grade center
- Run link validator - replace links and videos that are not working
- Once course is ready, notify learning coordinator so course can be copied for adjunct or DC instructor

SEVERAL WEEKS BEFORE

- Merge course sections (if applicable) Cross-listing form
- Add current classes to your Canvas dashboard
- Ensure current content is in the section. Contact IT helpdesk if course is empty
- Syllabus: update with current term, dates, instructor info. Check course points for alignment to Canvas grade book and grading scale accuracy.
- Review & update the following in Canvas:
 - Account: set up profile and notifications
 - Plan: add Plan from navigation tools for online delivery (**ONLINE**)
 - Home page: add instructor welcome video in Panopto (**ONLINE**)
 - Home page: includes course description and directions on how to start
 - Syllabus: add updated document in Course Information module
 - Syllabus quiz: review and edit questions in the quiz (**ONLINE**)
 - Check grading scale. Add grading scheme if desired
 - Check Calendar due dates to ensure accurate
 - Check Modules and items inside are published
 - Add Module Overview videos to EACH module (**ONLINE**)
 - Add announcements as needed
 - Check Gradebook for accuracy

ONE WEEK BEFORE

- Run link validator to check all links in the course.
- Add "Welcome" announcement
- Publish course (at minimum 2 days before the start of semester)

FIRST WEEK

- Post "personal introduction"
- Review class introductions
- Encourage students to post a picture of themselves in the profile area
- Contact students who haven't accessed the course via inbox
- Model discussion response behavior and tone

FOURTH & EIGHTH WEEK

- Submit week 4 & 8 early progress report via Starfish (watch email for this)
- Monitor low-performing students, recommend referrals: ARC, advisor, etc

DAILY

- Monitor class discussions
- Monitor email
- Grade submitted assignments

WEEKLY

- Post weekly announcement
- Summarize discussions (**ONLINE**)
- Hold office hours
- Update class calendar if necessary
- Send flag or kudo to students via Starfish if indicated
- Access Instructor Insights (**ONLINE**)

MID-SEMESTER

- Gather student feedback via mid-semester evaluation (if applicable)
- Contact students in Starfish based on progress

2 WEEKS BEFORE SEMESTER ENDS

- Encourage participation and course completion

LAST DAY

- Post end-of-class announcement
- Handle incomplete or extension coursework grades
- Remind students to download/print any work they'd like to keep
- Post final grades in myNTC
- Review & revise course materials for future offerings