COURSE STARTUP CHECKLIST

Course Expectations

✓ Review the *Attendance and Participation Guidelines* posted in the Course Information module of your course. Remind students to do the same.

✓ Inform students of turnaround time for message responses, grades, assignments, quizzes, tests, etc.

Communications

✓ Inform students when you will be available for synchronous sessions via telephone or web conferencing.

✓ If you have dedicated office hours, consider posting them in your bio file as well as including them in your welcome message.

✓ Advise students to pay attention to the **News** widget on the **My Home page**. From time to time, Distributed Learning will post important messages in this area.

✓ Remind students to check both their **Brightspace (D2L) email** (for course information) and their **CNA webmail account** (for other College information) on a regular basis.

✓ Advise students to review the Exam section of our website and to complete the online exam registration form. *All students must register for exams using the online form no later than two weeks after the start of classes in Fall and Winter, and no later than one week after the start of classes in Intersession*.

Minimize Delays

✓ If possible, find and link a PDF excerpt of Week 1 textbook readings (often available on the publisher's website) for students who are waiting for textbooks to be delivered.

✓ Advise students of the Brightspace (D2L) tracking feature. Check your **Classlist** regularly (especially at the start of course) to see who has logged in. If students do not log in for more than a week, email the DL Help Desk for assistance. Be sure to include the course number as well as the student name and number.