

START OF TERM checklist



6 steps to be prepared for your classes!

Aim to complete this checklist within the first two weeks of class. This list is not exhaustive; you may have other needs depending on your department or course type.

1 Course readiness

- Publish course site and check visibility
- Upload syllabus, schedule, readings and first week activities
- Test announcements, submissions, quizzes and gradebook
- Check accessibility (alt text, captions)
- Confirm classroom tech setup and consider class recordings

2 Communication & community

- Send welcome message
- Share contact information and response times
- Introduce TAs/co-instructors
- Do a quick 'get to know you' activity
- Set communication norms

3 Teaching the first class

- Explain course purpose and learning outcomes
- Outline first two weeks' workload
- Review key polities (Academic integrity, GenAI, respectful classrooms)
- Include a low-stakes activity
- Gather student needs

Optional!

- Survey students and ask about goals, challenges, engagement preferences, and GenAI comfort
- Use results to refine teaching and share summary with students

4 Student support

- Invite students to share accommodation letters early
- Share support resources (Library, ASC, Advising, CAL, Computer Help Desk)
- Check materials for cultural appropriateness/ trauma-informed
- Reach out to inactive students

5 Course administration

- Confirm enrolment lists and waitlists
- Verify coopyright and library links
- Ensure TAs have clear responsibilities
- Prepare backup plan for disruptions
- Review privacy for recordings and student data

6 Self-prep

- Rehearse first class and test tech
- Schedule office hours
- Review institutional expectations or required compliance modules
- Plan for community building practice

