

Action Required Prior to First Day of Course	Complete
Verify that course title, number, and section is correct	<input type="checkbox"/>
Ensure your faculty profile is completed and accurate	<input type="checkbox"/>
Review content in Syllabus. Contact Program Director or Chair with content-specific questions.	<input type="checkbox"/>
Verify Gradebook is set up in accordance with Syllabus	<input type="checkbox"/>
Text and required materials listed in Syllabus	<input type="checkbox"/>
Ground rules and procedures for Discussion Post communication are established and communicated	<input type="checkbox"/>
Expectations for frequency and timing of participation are stated and described	<input type="checkbox"/>
Assignment expectations (due dates, assignments graded by date, scoring criteria/rubric, types of assignments) communicated to students.	<input type="checkbox"/>
Any other Instructor expectations clearly communicated.	<input type="checkbox"/>
All assignments have due dates and are accurate in the course calendar.	<input type="checkbox"/>
Review course grading criteria and assignment guidelines/rubrics	<input type="checkbox"/>
Ensure Attendance Page has been properly set up. Any errors should be reported to the Registrar's Office.	<input type="checkbox"/>