

## Course Prep Checklist

Here is a checklist of things to do in preparation for the semester:

### Before class begins:

- ☐ Download a copy of the [academic calendar](#) to keep track of dates for the upcoming semester.
- ☐ Review the college [attendance and administrative withdrawal policies](#).
- ☐ Determine your [proctored Canvas exam](#) and when it will be given.
- ☐ Decide when you will have an office hour each week.
- ☐ Decide how you will be [present](#) to students in the classroom.
  
- ☐ Prepare and upload the [syllabus](#).
- ☐ Ensure that all content is accessible according to [WCAG 2.0 standards](#).
- ☐ Update your faculty page.
- ☐ Create a question and answer forum, if the course does not have one.
- ☐ Post a welcome announcement (required), and video (optional).
- ☐ Create an introduction and icebreaker activity.
  
- ☐ Review each lesson and create an overview and learning objectives section, if needed.
- ☐ Review the instructional content to see if it seems appropriate for the learning objectives.
- ☐ Create opportunities for active learning, if needed.
- ☐ Incorporate relevant multimedia that supports learning, if needed.
- ☐ Review the sequencing of the instructional content: Does it flow in a logical progression of learning?
- ☐ As much as possible, ensure that videos, images, and other content are easily accessible to all learners. Ask for help from [OTC Online](#) if you need assistance.
  
- ☐ Check the grade book (Canvas Grades) to see if columns are organized by lesson and activity.
- ☐ Delete or un-publish any unnecessary assignments, quizzes, and discussions.

### After class starts:

- ☐ Respond to student emails within 24 hours, except on weekends/holidays/college closure.
- ☐ Answer questions in the discussion board within 24 hours, except on weekends/holidays/college closures.
- ☐ Participate in discussion forums to both teach and encourage further discourse on a topic.
- ☐ Provide instructive feedback on student work.

- ☐ Post weekly announcements.
- ☐ Create and maintain a positive environment in the classroom.
- ☐ Keep grading current.
- ☐ Export the grade book and forward to the department representative after final grades are posted.
  
- ☐ Don't be afraid to ask questions and seek assistance when needed!