

Pre-Semester Checklist

Prior to teaching the course, please make sure to update the following items:

1. Course Home

Update your instructor information located on the course Home page. Use the template provided.

👤 Your Instructor	
Name	Paul Howard
Phone	555-555-5555
E-mail	paulhowardemail@gmail.com
Semester	2016 Summer Ten

To Edit. To edit the Home page, click on the “Edit” button located on the top of the page. Scroll down until you see “Your Instructor”. Only edit the text next to Name, Phone, E-mail, and Semester. Once you are finished, click “Save”.

2. Course Schedule

Step 1. Review the weekly breakdown of the course schedule, which is located under the Get Started Module. E.g. Week 1 covers Get Started, and Module 1, Week 2 covers Module 2 and so on.



Step 2. Go to Calendar and drag the course assignments into their respective due dates. Please watch the [Calendar Overview](#) tutorial.

1. Readiness Quiz should be due on the first week;
2. Module 1 Discussion, Assignment, Quiz may be due on the first week.

3. Instructor Bio

Share some information about yourself to your students. Here are some recommended items.

- Educational Background
- Academic Accomplishments
- Research Interests
- Teaching Pedagogy

Not recommended: overly personal non-releated information; personal preferences outside the discipline (for example: political, social, and religious beliefs)

4. Review Course Materials

Please take the time to ensure that all content items are present in the course. If the course schedule mentions an item that is not located in one of the modules, please notify the eLearning Department. It is also important that you report any broken videos or links.

***Important: Please DO NOT update the information provided in the course Syllabus. If you have any questions or concerns regarding the information found in the Syllabus, please contact the eLearning Department.**