

Start of Term Checklist

- Prepare syllabus**
 - **Copies made (if needed)**
 - **Submitted to Admin. Assistant in Division Office**
- Send welcome letter to students if applicable**
- Prepare Blackboard site**
 - **Load faculty information**
 - **Load syllabus**
 - **Load any schedule or agenda items**
 - **Load any prepared assignments**
 - **Load welcome announcement**
 - **Include date, time, and location of first class meeting**
 - **Quick message about what to bring or complete**
 - **Check to see students enrolled**
 - **Change course name if needed**
 - **Change colors or format if needed**
 - **Rename links if needed**
- Print and post semester schedule on office door**
- Load term schedule, meeting times, and breaks in Outlook**
- Check and print/download roster on MyWestern Self Service (Compare to Blackboard roster).**
- Make attendance sheets or Blackboard grading column if needed**
- Check classroom for equipment software and key/badge admittance**
- Remind yourself why you teach and why you are confident in teaching**

End of Term Checklist

- Give reminders to students about the end of the course**
 - **Announce when grades will be posted**
 - **Review syllabus for grading scale**
 - **Remind students to address grade questions immediately**
 - **Advise students that instructors can be used as a future resource**
- Make notes of any changes to class materials or syllabus**
- Finalize grades**
 - **Finish figuring grades and double check figures**
 - **Enter grades for class in MyWestern**
 - **Save and post grades**
 - **Print, archive or save grade book**
 - **Check with Division Office for any particular standards for recording grades**
- Finalize Blackboard sites**
 - **Update grades**
 - **Post announcement and email that grades are posted**
 - **Decide on recycle/archive options**
 - **Change class to unavailable**
- Reflect on your past term's accomplishments and challenges**
- Print and post next term schedule on office door**
- Check currency and availability of next term's textbooks**
- Load term schedule, meeting times, and breaks in Outlook**
- Set email to an out of office message for the break**
- Save important, graded class projects or finals**
- Clean up or organize computer files and desk**
 - **Check I/H/Skydrive for files and organize if needed**
 - **Create backup files for class materials**
- Check the Professional Development/Training schedule over break for any possible sessions.**
- Decide what day(s) to return for prep work now and put on calendar**
- CELEBRATE the end your term!**