

# WRIGHT STATE UNIVERSITY

## Faculty/Adjunct Class Checklist

These Best Practices have been designed to help those who want to plan their course development and tasks. They are organized by time frames.

### Before the Start of Semester

- 1. Order Textbooks** – 3 months prior
  - a. Check with your program Director
  - b. eCampus will send out notifications to faculty and the program director requesting your updated booklist
- 2. Import Course Content** – 4 weeks prior - Start this after the college schedule for texts so you know the textbook materials.
  - a. Import content from earlier courses or develop content, as needed
  - b. Update Syllabus
  - c. Check the dates associated with the content. (Dropboxes, quiz/exam due dates)
  - d. Setup your grade book
  - e. Incorporate "Lesson's Learned" from previous semesters
  - f. Set up Webex Education Connector Office Hours, if needed
  - g. Set up Webex Education Connector lecture sessions, if needed
  - h. Set up Webex Meetings or Collaboration groups, if needed
- 3. Coordinate video captions** – 4 weeks prior
  - a. Tools are available to self-caption your video content for all students
- 4. Make Allowances**
  - a. Make/set up ODS allowances – 1 week prior
  - b. If you choose to open your class early (which is optional for students), consider these:
    - i. Adjust the dates of the above
    - ii. Send early emails to class
    - iii. Be sure the course is completely set up

### Start of Semester

- 1. Activate course with course start and end dates** -- At least by the first day or the course class.
- 2. Send welcome email or announcements to students** -- At least by the first day or the course class.
- 3. Impersonate Demo Student** -- Experience your Pilot course from the students' perspective by using the demo student that can be added to your class list by clicking on "Classlist" on the course navigation bar and selecting "Create Demo Account" from the drop-down menu.
- 4. Coordinate test arrangements**
  - a. Adjust for ODS student needs
  - b. Work with CaTS to set up any IP addressing for restricted tests
  - c. Suggestion: If using Respondus Lockdown browser, consider creating a practice exam for the students to practice using the browser and find problems
- 5. Term A begins**

### Mid-Semester

- 1. Update all grades in the gradebook** – Starting 1 week prior to due date
- 2. Midterm grades** – Submit for full semester courses
- 3. Term A ends**
  - a. Remind faculty/students of the course evaluation
- 4. Term B begins**

### End of Semester

- 1. Remind students of the course evaluation** – sent 1 week prior and is due on the last day of semester
- 2. Term B ends**
  - a. Remind faculty/students of the course evaluation
- 3. Submit grades**
  - a. Determine if you will adjust grades and make them
- 4. Ensure the end date has been added to the course**