

Begining of semester checklist

- ☐ Archive old emails; file away old exams, lecture notes, etc.
- ☐ Merge sections (email Julie Tatarka: pester@montana.edu) IMPORTANT: Do this before doing D2L work
- ☐ Update schedule on door, webpage.
- ☐ Submit office hours with Activity Insight (<https://www.digitalmeasures.com/login/montana/faculty> :: “Web Profile”)
- ☐ Post office hours with on faculty page (<https://www.cs.montana.edu/office-hours.html>)
- ☐ Establish resources: textbook, websites, IDE, supplies
- ☐ Get final exam schedule for syllabi (<http://www.montana.edu/registrar/Schedules.html>)
- ☐ Create course syllabi (just the dates, lecture topics, reading sections, assignments, exams)
- ☐ Create course pages (contact info, time/place, TAs, outcomes, resources, policies, grading, msu links)
- ☐ Schedule exams with testing services (<https://www.registerblast.com/montana/Professor/Login>)
- ☐ Set up D2L: Content weeks, overview/welcome, assignments/grades, banner image: Acivate courses
- ☐ Set up computer: class folders, slideshows template, bookmarks, desktop, exam template,
- ☐ Plan first lectures: Introduction, slide shows, IDE demos, overview of course pages and syllabus.
- ☐ TAs: email and meet them, add them (email, office hours) to syllabus, add them to D2L (week 2)