# Beginning of Semester Checklist

- ☐ Update your Syllabus.
  - ☐ Ensure textbook information are accurate.
  - ☐ Update all due dates and course schedule.
  - ☐ Double-check the grading point system.
  - ☐ Review and update office hours and contact info.
  - ☐ Upload Syllabus to Moodle.
- ☐ Ensure content is copied to Moodle correctly.
- ☐ Update course content if nesesscary.
- ☐ Ensure that assignments' due dates match Syllabus.
- ☐ Verify that all links in Moodle are working
- ☐ Publish first week material and assignments.
- ☐ Plan your first day activities
- ☐ Send students a welcome email and a course overview

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