WHAT YOU NEED TO MAKE SURE IS IN PLACE BEFORE CLASSES START

- ❏ Finalize any required paperwork with your contact at [Faculty Affairs](#).
- ❏ Check the [Directory of Classes](#) to make sure your course info is accurate.
- ❏ Get familiar with your classroom location, at least one week before class begins. Here is a [campus map](#).
- ❏ If teaching on campus, get familiar with your classroom technology. [Submit a request](#) for a tour or for more information.
- ❏ Upload your syllabus in Canvas - [here's how](#).
- ❏ Complete the "Textbook" link in your course site - [instructions here](#).
- ❏ Add Library Reserves to your Canvas course site - [here's how](#).
- ❏ Need help with printing/copying, class materials, name cards, and more? [Just ask us!](#)
- ❏ Waitlist issues? [Contact us for help.](#)