

Pre-term Instructor Checklist



NATIONAL
LOUIS
UNIVERSITY

Assignment Details	Recommended Due Date	Done?
Confirm all information about your assignment is accurate: NLU Course Schedule Search Time and zoom meeting time of course	2 Weeks Prior to Course Start Date	
Confirm you have access to your D2L shell and all information (time/date) is accurate D2L Login: D2L at NLU	2 Weeks Prior to Course Start Date	
Confirm you have received an SSC/Content meeting or Department meeting invite and let your supervisor know if you have <u>not</u> received one - Meeting invites will be sent to your NLU email address in the form of a calendar invite. - They will include a link to the Zoom room location	2 Weeks Prior to Course Start Date	
Order your instructor copy textbook If you have a textbook(s) required for your course, register with VitalSource as an instructor, and request the book(s). If you do not receive confirmation or there is a delay in receiving the textbook(s), contact your Department Chair.	2 Weeks Prior to Course Start Date	
ADJUNCTS: Acknowledge your assignment contract in NLU Portal. - NLU Portal: NLU Portal - You will get an email to your NLU email address that lets you know that your assignment contract is ready to acknowledge - Directions (video): How to acknowledge a contract - Contact your department chair ASAP if you do not get a contract by the start of the term	2 Weeks Prior to the end of the month	
D2L Setup	Recommended Due Date	Done?
Confirm that your course is “Active”. Directions: Course Management-->Course Admin-->Course Offering Info-->Select Active	1 Week Prior to Course Start Date	
Update your syllabus so that it is specific to your section(s). - A template of your syllabus can be found in your D2L shell: Course information and Syllabus -> Syllabus; or by contacting your program chair. - Once updated, upload the new version. Directions on how to upload the syllabus can be found here: Customize your syllabus (under Pre-Term Instructor Tasks)	1 Week Prior to Course Start Date	
Update the “About your Facilitator” page on D2L.	1 Week Prior to Course Start Date	
Set due dates for quizzes, projects, milestones, and the final project in D2L. Directions: Setting Due Dates in D2L (under Manage Your Course)	1 Week Prior to Course Start Date	
Turn on “Turnitin” for relevant written work. Directions: How to set-up Turnitin (under Advanced and External Learning Tools)	1 Week Prior to Course Start Date	
Send “Welcome Email” or “Welcome Announcement” to all students through D2L via announcements and in an email via the class list. Make sure to include: - A positive message (e.g. - you’re looking forward to seeing/meeting them, etc.) - Zoom link of where the class will be held - Time class starts - What students will have to be able to do during class (login to Zoom, access their computer, etc.)	1 Week Prior to Course Start Date	

• I usually link the book on the 1st announcement, too. • Your contact information for if they have questions/concerns about the class • Instructions for posting an announcement can be found here: Announcements (under Manage Your Course)		
General Course Preparation	Recommended Due Date	Done?
NEW FACULTY: Create your Zoom profile and ensure you can schedule meetings: • login to nl.zoom.us and sign in with your NLU credentials (once you have them) • Your username and password will be the same as your NLU email etc. • Click "Profile" on the left. • Click "Edit" next to "Personal Meeting ID and type in your custom ID. Consider a phone number. • Once you have created your personal meeting room, your profile will have a direct zoom link to share with students. Post the link in your welcome announcement (and every week we're online) so students can click on it to "enter" class.	1 Week Prior to Course Start Date	
Review all course material in D2L Shell • Getting started (with link to text) • All Modules: Project Engagement Sections, Lesson Plans • All assignments: Quizzes, Assignments, and Final Project	1 Week Prior to Course Start Date	
Prepare all Materials Necessary for Week 1 Course Facilitation Remotely • Reflect on the content to be delivered via zoom (synchronously) and which content could be converted into a virtual environment for students to work on their own (asynchronously). • Use the Continue Teaching site to generate some ideas.	1 Week Prior to Course Start Date	