

The following are tasks that should be done or decisions that should be made before the start of each semester, even if we don't plan major changes to a course.

WeBWork

- Ask Nicholas Nguyen to copy the shell
- Remove/replace/fix any problematic questions
- Update settings under Course Configuration
 - increase inactivity time (recommended)
 - Optional: Use MathView editor → true
 - Adjust email settings
- Adjust homework deadlines
- Optional: after faculty/TAs have logged in once through Canvas to create their account, assign them a password so they don't need to go through Canvas
- Optional: create a student-level account for The Study, send url and login information to Christie Maier, christie.maier@uky.edu; can also do this upon request for the Mathskeller TAs, for CARES, etc.
- How will you handle WeBWork email questions? (Disable the button? Feedback by section (requires additional instructor accounts)? Dedicated gmail account?)
- How will you handle grade pass-back from WeBWork to Canvas? (several options!)

Exams

- Assign Exam rooms (see links on page 3 for dates)
 - Exam Room Capacities for most large classrooms can be found here: <https://tinyurl.com/5536a5b4>
 - Do you have enough rooms? If not, contact Tammy in Academic Classroom Scheduling, aca.classroom@uky.edu .
 - Do you have enough personnel to staff them? Make a note of how many TAs and/or UAs you require for staffing.
- Plan the calendar:
 - How will you write the exams -- by yourself? Take turns? As a team?
 - When will you write each exam?
 - Who will help proofread, and when?
 - When will you send copies to Ricoh? (If your exam is on a Tuesday, you should submit by the previous Thursday.)
- When will exams be graded? Where? Reserve a room.
- When will exams be returned to students? Will exams be scanned first? Make sure TAs know the plan and don't return them too early or late.
- Alternate exams:
 - What documentation is required to qualify for an alternate exam?
 - What is the procedure for signing up for an alternate exam?
 - What options will be offered? (Do you need to reserve a room?)
 - Note: we plan to offer the department Friday alternate exam each common hour exam week, 4pm to 6pm in **CB 118**

- Optional: Check Astra (are those really your exam rooms?)
Go to <https://registrar.uky.edu/classroom-scheduling>, click the button that says Login to Astra Schedule, ignore the sign-in box (you're a guest), go to Calendars → Scheduling Grids, select the date.

Textbook/other materials

- Inform Rejeana about textbook and other required materials (including iClicker if used)
- Check the bookstore link in myUK to see if they got it right – click the section number, and look in the upper right corner of the pop-up box for the bookstore link.(Even / especially if you don't require any materials, make sure the bookstore isn't listing something as required.)

Canvas**Create your own course**

- Add Exams, Quizzes, etc., to Assignments
- Add WeBWorK link or assignments
- Set Exams (or the course) to Manual posting, to hide scores until they're ready
- Adjust settings for gradebook (will totals be visible? Do the percents match your grading scheme?)
- Set up iClicker course and add iClicker link, if used
- Set up Piazza, if used
- Create / set the home page for the course
- Remember to publish each component, and the entire course
- Send welcome announcement to students

Coordinate Canvas: Option A

- Ask other instructors (or Jack) for access to all shells
- Combine recitation shells into lecture shells (cross-listing each section)
- Create your own course (see above)
- Copy your course settings to the other lecture settings (They will need their own iClicker link, but everything else should transfer over).

Coordinate Canvas: Option B

Export your course; send export setting and instructions to other instructors.

Coordinate Canvas: Option C

Add the other faculty to one of your sections, which will allow them to copy over anything they need or want. (This is recommended even if you use one of the other options above; it helps with announcements and anything added later to the course.)

Managing Recitation Instructors

- Will they write a syllabus for recitation, or will you provide a template? If they write one, will you proofread it, approve it, collect it, post it?
- Decisions about quizzes or other recitation grades:
 - Will you write quizzes, or will they? What is the procedure?
 - What rubric for grading? (decided by whom; distributed how? When should grading be completed?)
 - What is the procedure for excused absences for recitation?
- What information will you provide during the course meeting? What will be through email? Will you have another means to communicate with TAs?

Course website / syllabus

*If your course has a comprehensive website, it is probably best to adjust each element of the website as you handle the corresponding information above. That will include most of the following:

- Copy new page; get editing access if you are a new coordinator via a Hive ticket
- Adjust course calendar
- Add instructor information
- Add recitation sections
- Adjust exam dates
 - Common hour AND final exam dates/times can be found here: <https://registrar.uky.edu/examination-schedules>
 - For the final, watch for conflicts with other large courses.
- Update old exam bank with solutions, if offered
- Update exam rooms
- Check policies (Procedures to request homework extension, to document excused absences; penalty for late exam, etc.)
- Check all links!

Fall 2023 dates: <https://registrar.uky.edu/academic-calendars/university?tag=67>

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| Last day to add: | Friday August 25 Last |
| day to drop without W: | Sunday September 10 |
| Fall Break: | Monday October 23 – Tues October 24 |
| Midterm grades due: | Monday October 23 at midnight |
| Last day to drop with W: | Wednesday November 1 |
| Grades due: | Monday Dec 18 by 5:00 p.m. |