

Start of term checklist



5 steps to be prepared for term!

Use this checklist as a guide in the first weeks of September. It includes essential tasks to support a successful start. Your department, program, or course may have additional requirements.

1 Course readiness

- ☐ publish course site and check visibility
- ☐ upload course outline/syllabus, schedule, readings and first week activities
- ☐ test announcements, submissions, quizzes and gradebook
- ☐ check accessibility (alt. text, captions)
- ☐ confirm classroom tech setup and consider class recordings

2 Communication & community

In Brightspace:

- ☐ send welcome message
- ☐ share contact information and response times
- ☐ introduce TAs/co-instructors
- ☐ do a quick 'get to know you' activity
- ☐ set communication norms

3 Teaching the first class

- ☐ explain course purpose and learning outcomes
- ☐ outline first two weeks' workload
- ☐ review key policies (Academic integrity, GenAI, respectful classrooms)
- ☐ include an early learning activity
- ☐ gather student needs

4 Student support

- ☐ invite students to share accommodation letters early
- ☐ share support resources
- ☐ reach out to inactive students

5 Course administration

- ☐ confirm enrolment lists and waitlists
- ☐ ensure TAs have clear responsibilities
- ☐ prepare backup plan for disruptions
- ☐ review privacy for recordings and student data

Optional

- survey students and ask about goals, challenges, engagement preferences and GenAI comfort
- use results to refine teaching and share summary with students

