

## **Center for the Enhancement of Learning and Teaching (CELT)** **Teaching Preparation Checklist for New Faculty**

Course Name and Number \_\_\_\_\_

Meeting Days/Time \_\_\_\_\_ Location \_\_\_\_\_

Note: Not all checklist items may be appropriate for your course.

- Activate your Link Blue account username and password to connect to a variety of campus-wide systems including Canvas, Blackboard, and myUK.  
Go to [www.uky.edu/ukit/help/linkblue](http://www.uky.edu/ukit/help/linkblue) for information.
- Course Syllabus
  - Consult UK policies at [www.uky.edu/Ombud/ForFaculty.php](http://www.uky.edu/Ombud/ForFaculty.php)
  - A UK Syllabus Template is available at [www.uky.edu/celt](http://www.uky.edu/celt) under Instructional Resources/Getting Started
  - Check the academic calendar for significant dates (go to [www.uky.edu/registrar](http://www.uky.edu/registrar) and click on Academic Calendar)
  - Check that your course learning outcomes, assessments, and activities are aligned (consult CELT for assistance if needed)
  - Post syllabus content to Blackboard or Canvas and/or prepare handouts
- If you use a Learning Management System (Canvas or Blackboard):
  - Log into your course shell by clicking on Link Blue on the UK home page, click on either Canvas or Blackboard, enter your Link Blue username and password, and select your course
  - Begin adding course content to your course shell
  - For Canvas questions, go to [www.uky.edu/canvas](http://www.uky.edu/canvas) for tutorials & technical support
  - For Blackboard questions, go to [www.uky.edu/ukat/atg/blackboard](http://www.uky.edu/ukat/atg/blackboard)
- Order textbook(s) at <http://www.uky.edu/AuxServ/textbookinfo>
- Contact teaching assistants and guest speakers
- Create folders (physical or electronic) for e-mail, electronic files, printed papers
- Check your classroom
  - Location
  - Supplies needed for whiteboard or chalkboard
  - AV and computer technology equipment present in the room and functional
  - Familiarize yourself with using the AV and computer technology equipment
  - A/V support & equipment checkout is available at [www.uky.edu/ukat/avservices](http://www.uky.edu/ukat/avservices).  
For assistance with A/V problems while in the classroom, call 323-6455 (Classroom Building) or 257-5916 (Nursing Building)
- Reserve rooms for non-classroom activities such as review sessions (257-4903)
- Check your class list - Click on Link Blue on the UK home page, click on myUK, enter your Link Blue username and password, click on Faculty Services, click on Class Rolls, check that the year/term is correct, enter your course designation (e.g., BIO 103), click on Go, and select your section. The list can be printed and exported to Excel.
- Plan the 1<sup>st</sup> day (See suggestions at [www.uky.edu/celt](http://www.uky.edu/celt) under Instructional Resources / Getting Started)
- Prepare all first day materials (e.g., syllabus, handouts, student survey, ice breaker)
- Consider arranging for a mid-semester course evaluation conducted by CELT (contact Bill Burke, [burke@uky.edu](mailto:burke@uky.edu))
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- \_\_\_\_\_

Questions about items not covered on this checklist?

Contact Bill Burke at CELT ([burke@uky.edu](mailto:burke@uky.edu)).