New Semester Checklist

This checklist is intended to help you prepare your first few weeks at USI. We're happy to help!
Please contact Amy Chan Hilton, Director of CETL, at amy.chanhilton@usi.edu or 812.461.5476.

Prior to the Start of the Semester

☐ Confirm your teaching schedule and locations using the Class Schedule Search.

☐ Visit your classrooms (for in-person classes): Campus map & Building plans

☐ Attend Blackboard Ultra training and drop-in sessions during August 12-15

Preparing for Your First 1 Week of the Classes

☐ Course design and planning

☐ Develop the course goals and students learning outcomes

☐ Identify assessments for students to demonstrate their progress towards the outcomes

☐ Identify activities (here's more activities) and resources to help student learn, engage in, and practice the ideas, concepts, and skills

☐ Develop the course syllabus and schedule

☐ Refer to USI's Syllabus Template

☐ Develop the course schedule.
Check the USI academic calendar, Final Exam schedule, and CETL's Faculty Planning Calendar.

☐ Set your office hours ; consider reframing them as student drop-in hours

☐ Post your syllabus and course schedule on Blackboard by first class

☐ Share your syllabus with your Chair or department/college administrative assistant/associate

☐ Add the syllabus and schedule to the course Blackboard Ultra site. When ready, go to Course Settings to open the Course to students.

☐ View, download/print your Class Lists from myUSI: Faculty Apps > Self-Service > Faculty > Class List

☐ Send a welcome message to your students a few days before the first class
Use Bb announcements and select the option to also email the message.

☐ Plan for an awesome First Day of class

☐ _____

During the First 2 Weeks of the Semester

☐ Start getting to know your students and creating a class community by using icebreaker activities and creating class norms/expectations

☐ Review the Faculty Planning Calendar

☐ _____

Prepared by the Center for Excellence in Teaching & Learning (CETL)