



WATC



Semester Checklist

Seven days before your course begins:

- ✓ Create your "Read Me First"
 - ✎ Items required for all courses
 - Syllabus (Must include course schedule)
 - WATC Policies
 - Computer Requirements
 - Campus Emergency Procedures
 - Remote Desktop Instructions
 - Netiquette
 - ✎ Additional Items Required for Online and Hybrid Courses
 - Welcome and Instructor Contact Information
 - How to be Successful in this Course
- ✓ Check open and close dates on instructional materials and assessments

On the First Day of Class or earlier:

- ✓ Instructional Content loaded to the course work area:
 - Copy course material from previous course (Bb Packages and Utilities) or
 - Copy course material from Master/Template course or
 - Add original content
- ✓ Create link to third party providers (Pearson, Cengage, etc.) in your Bb course (Course Tools)
- ✓ Set-Up Grade Center
 - ✎ See applicable instructions found in Bb Instructor resources (Course Management)
- ✓ Check open and close dates on instructional materials and assessments