Faculty Pre-Semester Checklist

**UPDATED ON MAY 18, 2015 **
Accessing your Blackboard: http://iws2.collin.edu/tlc/

GETTING READY FOR THE NEW SEMESTER (Do these in order!)

☐ 1. CAN YOU SEE ALL OF YOUR COURSES?
   Are all your assigned courses for the next semester listed in CougarWeb and in Blackboard? If not, please verify with your division office that you are assigned the course in Banner. Once you have verified you are assigned to the course, and if you do have missing classes, please send the CRN of the missing course(s) to webservices@collin.edu.

☐ 2. COURSE COPY
   Have you copied your course from the previous semester or previous year to each and every section of the course you plan to teach? Here is a help sheet: http://iws2.collin.edu/tlc/

☐ 3. CURRENT SYLLABUS AND CATALOG DESCRIPTIONS
   Are you using the current CAB (curriculum advisory board) syllabus and catalogue description? If not or if you aren’t sure, visit http://inside.collin.edu/curriculum/Syllabus_Depot.html

☐ 4. UPDATE COURSE FOR NEW SEMESTER
   Have you made necessary modifications and updates to your courses? If you use due dates, or have ‘start and end dates’ for different assignments, have you reset these dates? Take time to check that all website links; including the eLC footer; are working and are current.

☐ 5. RESOURCES FOR STUDENTS
   The eLC has created resources you are welcome to add to your Blackboard course.
   http://online.collin.edu

START OF THE SEMESTER

☐ CLASS IS IN SESSION
   Blackboard opens to students on the first day of the semester.

☐ OFFICIAL COLLIN ROSTER
   The roster in CougarWeb (not Blackboard) is Collin’s official roster. On the first day of class, if students are listed on your official roster, but not listed in Blackboard, please email WebServices@collin.edu directly.

☐ CERTIFY ROSTER
   You will receive an email from the Registrar’s office with instructions and deadline on roster certification.

If you have any problems or have any questions:
Contact the eLC. We’ll go through a troubleshooting checklist with you.
Phone: 972.881.5870  |  Email: elc@collin.edu