UNLV | Preparing to Teach Checklist For Part-Time Faculty

As Soon as You Know You'll be Teaching

☐ Review minimum criteria for syllabi and academic policies.
- Go to the Additional University Policies.
- Type "minimum" into the search bar and click on the "minimum syllabus requirements" for the semester that you will be teaching.

☐ Talk to your Chair or supervisor about textbook options and access to other course materials.

☐ Talk to your Chair or supervisor about the mode of instruction for your course.
- UNLV instructors are teaching in various modes, including in-person, online, synchronously and asynchronously.
- This "Modes of Instruction Pedagogy Tips" spreadsheet will give you a run-down of the different instruction modes at UNLV and tips for engaging students and using campus resources to deliver the best possible instruction.
- For web-based courses, contact the Office of Online Education, as well as the primary instructor, for assistance getting access to departmental course materials.

☐ Start working on your syllabus using our accessible template.
- See the Accessible Syllabus page for details and help.

☐ Check out the academic calendar for important dates.

Once You've Signed Your Contract

☐ Complete your Information Technology onboarding steps.
- This includes getting your ACE login and setting up your Two-Factor Authentication needed for WebCampus, Google, Zoom, MyUNLV, REBELearn, etc..
- See also Multifactor Authentication.

☐ Meet your embedded instructional technologist to help you make the most of digital teaching and learning resources.

☐ Complete required online trainings (Cybersecurity, Sexual Harassment Prevention, Workplace Safety, and FERPA)
- All of these courses can be completed in RebeLearn, which you can access with your ACE credentials.
- See also Faculty and Staff Tutorials and Training.

☐ Connect with your subject liaison librarian.

☐ Familiarize yourself with how to get IT Help through the IT Help Desk, what help you will need (software, hardware, licenses).

Once You've Signed Your Contract (continued)

☐ Familiarize yourself with UNLV's Zoom instance

☐ Familiarize yourself with UNLV's teaching technologies:
   - WebCampus learning management system
   - Panopto lecture capture
   - Classroom Technology Support (CTS)

☐ Take a deeper dive into WebCampus by reviewing the Start-of-Semester Checklist

The Week Before Classes Start

☐ Post your syllabus and other course materials that students will need access to in WebCampus, and publish your course. See How do I publish a course? for help.

   NOTE: Students gain access to WebCampus courses one week prior to the start of the semester.

   - If you are not yet ready to share your content you have two options:
     1. Unpublish WebCampus course content such as modules, quizzes, pages, etc. that you are not ready to share. See How do I publish or unpublish a module as an instructor?
     2. Unpublish the entire course until ready to share course materials. How do I publish a course? also has instructions on how to unpublish a course.

☐ Log into MyUNLV and check your class roster and class location, if you are teaching in person.

☐ Locate your classroom and work with your department's administrative assistant to make sure you have access.
   - Check the in-classroom technology and do a test run. Contact Classroom Technology Support with any issues.

☐ If you will be on campus, make your parking plan (be sure to check out parking pass options). See Faculty/Staff Parking.

☐ Familiarize yourself with the Ally Accessibility Course Report tool embedded within WebCampus and run an accessibility check to ensure that the materials you are posting adhere to accessibility guidelines. See the Ally Instructor Guide.

☐ Establish communication with your students using one of the following channels:
   1. Log into your WebCampus course and post a welcome announcement along with your course syllabus. See How to post an announcement in Canvas

      NOTE: When an announcement is posted in WebCampus, this will automatically trigger a (default) notification email sent to your student's RebelMail in-box AND also be available within the announcement section on WebCampus.
   2. Log into MyUNLV and send and send a welcome email along with an attached file of your course syllabus.

The Week Before Classes Start (continued)

☐ Plan out your regular office hours for the semester. Consult with your Chair or supervisor about your department's expectations for office hours.

☐ Double check all dates–ensure that module, assignment, and test dates correspond with the academic calendar.
  • Take into account University holidays, recess dates, etc. Ensure that face-to-face final exam dates conform with the final exam schedule.

☐ Make sure your department's Administrative Assistant has your emergency contact information and that you have their number saved in your phone contacts in case there is an emergency, and your class needs to be canceled or covered by another instructor.
  • See Class Cancellation Procedures for Instructors

☐ Access UNLV Faculty Resources in WebCampus for additional support.

First Week of Classes

☐ Check the "People" page of WebCampus to ensure that the students present in your class matches your roster in MyUNLV, which are the students enrolled in your course.
  • See How do I use the People page in a course as an instructor?

☐ Ensure that you have addressed any emails/requests from the Disability Resource Center (DRC).

End of First Week of Classes

☐ Send email through Canvas to check in with all students who have not engaged in the class, or who have been engaging much less than others.
  • Tell them that you're available to help, encourage them to participate, and ask to follow up with you if they have any issues or problems that are preventing them from fully participating.

Weeks 2-8

☐ If you're teaching a 100 or 200-level class, watch your email for a request to participate in Early Alert Progress Reports.
  • This process allows you to identify students who are not on track to pass your course or students who are doing exceptionally well. Our student success team will reach out to these students to offer support resources and encouragement.

Mid-Term

☐ This is a good time to reach out to, and to connect with students via:

1. "Message Students Who" feature in WebCampus

2. Announcements (via WebCampus)

3. Midterm course feedback assignment in order to check the pulse of your class halfway through the semester. Allows students to reflect on:

   a. aspects of the course

   b. their work

   c. successes and difficulties

Weeks 9-16

☐ Two weeks prior to finals week, remind students of course evaluations.

☐ Enable evaluations in your canvas course.
   - See Faculty Information for Blue Course Evaluations
   - See How do I manage Course Navigation links?

☐ Be aware of students that are potentially failing your course. You will have to document the last day that they attended your course in MyUNLV when you post their final grade.

End of Semester

☐ Review the End-of-Semester Checklist to familiarize yourself with various topics related to closing out the semester, including helpful tips regarding finalizing grades, copying over and managing content and more.
   - See End of Semester WebCampus Checklist for Instructors

☐ Notify students of specific day and time for the Final Exam. The dates and times of final exams in face-to-face classes must conform with the final exam schedule.
   - See Calendars and Schedules

☐ Double check that there are no missing grades in the Canvas Gradebook.

☐ Submit students' final course grades through MyUNLV
   - See Entering Final Grades in MyUNLV to submit student's final grades in MyUNLV

IN CASE:

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- If you suspect **plagiarism**, **academic misconduct, or have a concern about some other student conduct issue**, please fill out the UNLV Student Conduct Incident Report, or this printable (PDF) version of the form.

- Submit this Support Team Referral if there is a student in your class who you believe could benefit from getting **additional support** (e.g., financial, psychological) from the university.

- If you need to **retroactively change a student grade** for any reason, complete the UNLV Office of the Registrar Change of Grade Authorization to the best of your ability and send it to your department chair.

- If a student in your class **requests accommodations for a disability**, do not ask about the nature of the disability, but refer the student to the DRC. If a student has approved accommodations, you will receive a Faculty Notification Letter from the DRC that specifies which accommodations you need to provide.

- Be prepared for a campus emergency. Download the RebelSafe app to receive notifications or request help from University Police Services with a single tap.