Teaching Preparation Checklist

Teaching a course can seem overwhelming if you don’t have a good sense of the steps involved and the resources available. Below you will find a suggested timeline of required and recommended actions starting 6 months before and including ongoing actions. This is not a prescriptive list, but rather is offered as a guide; items in bold print are required.

If you have any questions about this checklist, please contact Teaching and Learning Services at tls@mcgill.ca. For questions about other aspects of your course, please speak to your Chair/Director.

Ongoing

- Review Code of Student Conduct and Disciplinary Procedures
- Consider taking the Course Design Workshop (CDW)
- Review principles of Universal Design
- Familiarize yourself with the Helping Students in Difficulty document
- Check bi-monthly Focus on Teaching e-bulletin (or in your e-mail, twice monthly)
- Access teaching resources
- Take advantage of individual course consultations

6 months

- Consult the course outline brief guide to prepare your course outline. Consult previous course outlines as appropriate
- Order your books from the bookstore and develop / finalize course pack
- Consult with the program director / co-instructors as appropriate. For courses that have pre-, co- or post-requisites, consult with the other instructors
- Review Library checklist

3 months to 1 month

- Consult the Policy Concerning the Rights of Students with Disabilities
- Consult the University Student Assessment Policy to ensure that you are aware of all deadlines and regulations regarding graded assessments
- Make arrangements for midterm exams if applicable (e.g. room booking, invigilation)
- Begin preparing your myCourses course site: upload course content, organize online discussions, set up your gradebook, create online assignments and quizzes, etc. Set up a one-on-one consultation to learn more about using myCourses and educational technologies.
- Consider using Respondus for off line/hard copy exam planning
- Review Classroom IT master checklist

4 weeks to 1 week

- Meet with your teaching assistants (TAs), if applicable. Consult TA Resources
- Revisit IT and Library checklists (see above)

End of first week

- Review grading procedures and rubrics with TAs

End of first month

- Submit copy of your exam, including multiple versions of multiple-choice exams, to the Exam Office. Review exam scoring information if relevant
- Consider offering mid-term course evaluations using an anonymous survey in myCourses
- Use this form to add up to three (3) questions to your end-of-course evaluation (Mercury) questionnaire. View more information about end-of-course evaluations

End of semester

- Submit grades
- Review course evaluation results; check interpretation guidelines
- Ensure you have necessary information for your teaching portfolio