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](#)
- 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](#)