

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 (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.
- Revisit IT and Library checklists (see above)

End of first week

- Review grading procedures and rubrics with TAs

End of first month

- Submit a 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](#)