

COURSE PREPARATION CHECKLIST

SPRING | SPRING/SUMMER | SUMMER 2018

TASK	DEADLINE		INFORMATION
	SPRING & SPRING/SUMMER	SUMMER	
Review Course Materials Submission details	Course Fee: February 9 Student-Pay: March 19	Course Fee: February 9 Student-Pay: May 14	Course Materials Submission
Complete Course Materials Production Request Form	Course Fee: February 9 Student-Pay: March 19	Course Fee: February 9 Student-Pay: May 14	Course Materials Production Request Form
Share your course materials' Table of Contents and PDF files with Learning Support staff	Course Fee: February 9 Student-Pay: March 19	Course Fee: February 9 Student-Pay: May 14	Kresge Learning Support
Create and publish course Canvas site	April 9	June 4	Canvas Instructor Guide
Submit course reserves request to Askwith Media Library	Processing time varies based on material availability. Please submit requests as far in advance of March 5 as possible		Requesting Course Reserves
Report textbook selection on Wolverine Access Contact your Faculty Support Coordinator for assistance.	Deadlines listed on Textbook Calendar		Textbook Reporting Instructions
Arrange for secure distribution of assignments and exams at the Kresge Distribution Desk	24 hours before students are permitted to access		Assignment and Exam Pick Up & Review Program

CONTACTS

Debie Gurkin debiec@umich.edu
 Fred Jablonski fjablons@umich.edu
kresge_learn@umich.edu
 (734) 764-1375

KRESGE
LEARNING SUPPORT

