

COURSE PREPARATION CHECKLIST

WINTER SECOND 7-WEEK COURSES 2018

TASK	DEADLINE	INFORMATION
Review Course Materials Submission details	Course Fee Materials: October 2, 2017 Student-Pay Materials: January 15, 2018	Course Materials Submission
Complete Course Materials Production Request Form	Course Fee Materials: October 2, 2017 Student-Pay Materials: January 15, 2018	Course Materials Production Request Form
Share your course materials' Table of Contents and PDF files with Learning Support staff (kresge_learn@umich.edu)	Course Fee Materials: October 2, 2017 Student-Pay Materials: January 15, 2018	Kresge Learning Support
Create and publish course Canvas site	February 12, 2018	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.	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

IMPORTANT DATES

Digital + Printed course materials sales begin February 19, 2018
 Winter B courses begin March 5, 2018
 Printed course materials sales end March 28, 2018
 Digital course materials sales end April 17, 2018

CONTACTS

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