

THINGS TO DO WINTER 2015 (A/14-week courses) courses starting Jan. 2015	DUE BY	REQUIRED AND ADDITIONAL INFORMATION SUMMARY
SUBMIT <u>Course Material Production FORM</u> if you WILL NOT have a course material packet.	Monday, OCT. 27, 2014	Form submission is required . This information will help us to determine our overall production schedule.
SUBMIT <u>Course Material Production FORM</u> then <u>email</u> or M+box or drop box a TABLE OF CONTENTS/CITATION PAGE AND PDF FILES .	Monday, OCT. 27, 2014	Form submission is required . Course materials typically require copyright review and/or permission but can include lecture notes. Detailed <u>Submission Procedures</u> . If electronic PDF files are not available , submit hard copies to staff directly: Debie Gurkin, Fred Jablonski, Emily Schlaack, or Halley Todd or <u>email</u> for one of us to come to your office. NOTE: also include cases, simulations or any other special requests that need to be coordinated in the cost. Please identify if they will need to be distributed in the course site or as a hard copy handout; include the date needed/used in the course.
*Term Sale Start Date: An announcement will be posted in your CTools site notifying students how to purchase course materials beginning on Monday, December 15, 2014. If your course materials are submitted late, this date is subject to change.		
PUBLISH A CTOOLS SITE especially if we are producing course materials.	Monday, Dec. 8, 2014 (or sooner)	Contact <u>Kresge Learning Support</u> if you need CTools assistance. Ross affiliates will be automatically added to your CTools site – please do not delete: Debie Gurkin, Fred Jablonski, Todd Elkins, Halley Todd, Emily Schlaack or Jennifer Zimmer.
IMPORTANT: The Ross Logo which includes the CVC statement needs to be added to your CTools site. To do this, change the appearance setting from “CTools default” to “Business School” when you create your CTools site. Be sure to include the Students with Disabilities statement on your class syllabus. Click <u>here</u> to review Academic Services guidelines. These guidelines are intended to protect both the instructor and the student.		
SUBMIT COURSE RESERVE items to Shapiro Library	TBD	Course Reserves will be managed by the Shapiro Library (University Reserves collection located within Askwith Media Library). Please see this page for more information: http://www.lib.umich.edu/course-reserves
REPORT TEXTBOOK SELECTION	Relevant dates: <u>textbook calendar</u>	<u>Textbook instructions</u> (step-by-step instructions provided on this website) Provide information to your respective faculty support staff by completing a qualtrics survey, or enter textbook information directly into Wolverine Access Faculty Business.

