

COURSE PREPARATION CHECKLIST

FALL SECOND 7-WEEK COURSES 2017

TASK	DEADLINE	INFORMATION
Review Course Materials Submission details	Course Fee Materials: June 19, 2017 Student-Pay Materials: September 5, 2017	Course Materials Submission
Complete Course Materials Production Request Form	Course Fee Materials: June 19, 2017 Student-Pay Materials: September 5, 2017	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: June 19, 2017 Student-Pay Materials: September 5, 2017	Kresge Learning Support
Create and publish course Canvas site	October 23, 2017	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 October 30 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 October 16, 2017
 Fall B courses begin October 30, 2017
 Printed course materials sales end November 15, 2017
 Digital course materials sales end December 12, 2017

CONTACTS

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