
COURSE PREPARATION CHECKLIST FOR FACULTY

SUMMER COURSES 2017

TASK	DEADLINE	INFORMATION
Review Course Materials Submission details	May 1, 2017	Course Materials Submission
Complete Course Materials Production Request Form	May 1, 2017	Course Materials Production Request Form
Share your course materials' Table of Contents and PDF files with Learning Support staff (kresge_learn@umich.edu) through email, M+Box, or Google Drive	May 1, 2017	Kresge Learning Support
Create and publish course Canvas site	June 5, 2017	Canvas Instructor Guide
Submit course reserves request to Askwith Media Library	Processing time varies based on material availability, so submit requests as far in advance as possible.	Requesting Course Reserves
Report textbook selection on Wolverine Access <i>Contact your Faculty Support Coordinator for assistance.</i>	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 June 12, 2017
Printed course materials sales end July 12, 2017
Digital course materials sales end August 15, 2017

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