

# COURSE PREPARATION CHECKLIST FOR FACULTY

## WINTER A / 14-WEEK COURSES 2017

TASK	DEADLINE	INFORMATION
<p>Review Course Materials Submission and Course Fee details</p> <p><i>A course fee in the amount of your course materials' costs may be added to your students' tuition. Contact Kresge Learning Support staff for assistance.</i></p>	<p>Course fee materials: Oct. 10, 2016 Student-payment materials: Oct. 31, 2016</p>	<p><a href="#">Course Materials Submission</a></p>
<p>Complete Course Materials Production Request Form</p>	<p>Course fee materials: Oct. 10, 2016 Student-payment materials: Oct. 31, 2016</p>	<p><a href="#">Course Materials Production Request Form</a></p>
<p>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</p>	<p>Course fee materials: Oct. 10, 2016 Student-payment materials: Oct. 31, 2016</p>	<p><a href="#">Kresge Learning Support</a></p>
<p>Create and publish course Canvas site</p>	<p>December 5, 2016</p>	<p><a href="#">Canvas Instructor Guide</a></p>
<p>Submit course reserves request to Askwith Media Library</p>	<p>Processing time varies based on material availability, so submit requests as far in advance as possible.</p>	<p><a href="#">Requesting Course Reserves</a></p>
<p>Report textbook selection on Wolverine Access</p> <p><i>Contact your Faculty Support Coordinator for assistance.</i></p>	<p><a href="#">Textbook Calendar</a></p>	<p><a href="#">Textbook Reporting Instructions</a></p>
<p>Arrange for secure distribution of assignments and exams at the Kresge Distribution Desk</p>	<p>24 hours before students are permitted to access</p>	<p><a href="#">Assignment and Exam Pick Up &amp; Review Program</a></p>

### IMPORTANT DATES

Digital + Printed course materials sales begin December 12, 2016  
Printed course materials sales end February 3, 2017  
Digital course materials sales end April 18, 2017

### CONTACTS

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