

# COURSE PREPARATION CHECKLIST

## WINTER 14 - AND FIRST 7-WEEK COURSES 2018

TASK	DEADLINE	INFORMATION
Review Course Materials Submission details	Course Fee Materials: October 2, 2017 Student-Pay Materials: October 30, 2017	<a href="#">Course Materials Submission</a>
Complete Course Materials Production Request Form	Course Fee Materials: October 2, 2017 Student-Pay Materials: October 30, 2017	<a href="#">Course Materials Production Request Form</a>
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: October 30, 2017	<a href="#">Kresge Learning Support</a>
Create and publish course Canvas site	December 4, 2017	<a href="#">Canvas Instructor Guide</a>
Submit course reserves request to Askwith Media Library	Processing time varies based on material availability; please submit requests as far in advance of <b>January 3</b> as possible	<a href="#">Requesting Course Reserves</a>
Report textbook selection on Wolverine Access Contact your Faculty Support Coordinator for assistance.	<a href="#">Textbook Calendar</a>	<a href="#">Textbook Reporting Instructions</a>
Arrange for secure distribution of assignments and exams at the Kresge Distribution Desk	24 hours before students are permitted to access	<a href="#">Assignment and Exam Pick Up &amp; Review Program</a>

### IMPORTANT DATES

Digital + Printed course materials sales begin December 11, 2017  
 Winter courses begin January 3, 2018  
 Printed course materials sales end January 31, 2018  
 Digital course materials sales end April 17, 2018

### CONTACTS

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