
COURSE PREPARATION CHECKLIST FOR FACULTY

WINTER B COURSES 2017

TASK	DEADLINE	INFORMATION
Review Course Materials Submission details	January 9, 2017	Course Materials Submission
Complete Course Materials Production Request Form	January 9, 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	January 9, 2017	Kresge Learning Support
Create and publish course Canvas site	February 13, 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 February 20, 2017
 Printed course materials sales end March 24, 2017
 Digital course materials sales end April 18, 2017

CONTACTS

Debie Gurkin debiec@umich.edu
 Frederic Jablonski fjablons@umich.edu
 kresge_learn@umich.edu
 (734) 764-1375

