

# OCCC Faculty Term Check-List

TERM: \_\_\_\_\_

Throughout Term You Should Be Regularly:

- Posting Grades (in Canvas)
- Posting attendance (in the faculty portal)
- Submitting Early Alerts as needed for students. This form can be found on the Instructional Resources webpage.

Prior to Start of Term ( \_\_\_\_\_ ) :

- Course Materials Order Form has been submitted at least **60 days** prior to start of course. The link to this form can be found on the Instructional Resources webpage, and is also emailed out with teaching confirmations. This form needs to be completed for books, software, and other materials, and even if you don't require anything.
- Canvas shell is built
- Syllabus is completed (due Friday before term begins – please send to [academic.affairs@oregoncoast.edu](mailto:academic.affairs@oregoncoast.edu) and use the current syllabus template found on the Instruction Resources website)

Week One of Term ( \_\_\_\_\_ ) :

- Canvas shell is published by the first day of class. **All** courses must post their syllabus (in .pdf or .docx formats) and grades in Canvas.  
Canvas shells may become available up to one week prior to start of term. If you would like this, please email your request to [canvas@oregoncoast.edu](mailto:canvas@oregoncoast.edu).
- Week One Attendance (must be done by midnight the last day of week one). If you have technical difficulties entering attendance, please email [officeofinstruction@oregoncoast.edu](mailto:officeofinstruction@oregoncoast.edu). Week one attendance is mandatory, as it is required to process week one non-attendance drops at the start of week two. This is required for state and federal reporting.

Withdrawal Deadline ( \_\_\_\_\_ ) :

- Inform/remind your students of the last day to withdraw from class.

Last Week of Term ( \_\_\_\_\_ ) :

- Administer End of Term Course Surveys. Links will be emailed for each class of yours with 3 or more students (surveys are anonymous and smaller classes prevent that) from [academic.affairs@oregoncoast.edu](mailto:academic.affairs@oregoncoast.edu). Surveys close at midnight the Saturday after the last week of term. These survey results will not be used against you; they are solely for your benefit (though dual credit end of term surveys are mandatory for state reporting requirements). Results will be emailed to you during week one of the following term.
- Post Final Grades (due by 5pm on \_\_\_\_\_). Final Grades must be posted for students by the Tuesday after the last week of term.