Instructor Semester Checklist & Deadlines

DUE ONE WEEK BEFORE CLASS BEGINS

☐ **Submit a link to your Canvas through MyCE**
Submit a link to your Canvas page for each section you are teaching. Your liaison will review it to ensure that you are covering the SLCC curriculum according to SLCC standards. Visit the "Canvas" page under RESOURCES for information on how to add your liaison to your Canvas course. Visit "MyCE Instructor Video Tutorials" for instructions on how to submit your link.

☐ **Check your contact information in MyCE**
Under your My Profile section of MyCE. This is how your liaison and the CE Office will get in touch with you. Make sure we have the best contact info on file.

☐ **Add the high school period and time block for each class you teach in MyCE**
This will help your liaison schedule visits to your class. Visit "MyCE Instructor Video Tutorials" under the RESOURCES section below for instructions on how add class periods.

DUE FIRST WEEK OF CLASS

☐ **Share the "First Day of Class" video**
This video will help set the tone and expectation that students are expected to engage in your class like adult college students.

☐ **Provide students the CRN for your class**
Students use the CRN to register for your class. It is important that they have the right CRN so they show up in the right class section on your college roll. The 5-digit CRN can be found in MyCE under "View My Classes".

DUE SECOND-THIRD WEEKS OF CLASS

☐ **Monitor student registrations**
Check your college roll and your high school roll to make sure students are showing up on both. If students run into problems, notify the CE coordinator at your high school.

DUE PRIOR TO YOUR CE LIAISON VISIT

☐ **Have your students complete the course evaluation**
The CE course evaluation can be administered at any time during the semester to provide useful feedback to you and your liaison on how you are doing at delivering a college experience.

DUE LAST DAY OF THE SEMESTER

☐ **Submit final grades through MySLCC or Canvas**
Your college grade must match the grade on the high school transcript and reflect the student's performance for the entire semester, not just the second or fourth quarter.

DUE MARCH 31

☐ **Submit your ongoing instructor application**
If you plan to teach the same CE courses next year, you will need to work with the CE coordinator at your school to submit an ongoing instructor application through MyCE.

DUE JUNE 30

☐ **Complete any training required by the SLCC academic department for the course(s) you are approved to teach.**
CE Instructors are required to attend any trainings hosted by the SLCC academic department that they designate as "mandatory".

RESOURCES

MyCE Instructor Video Tutorials
http://www.slcc.edu/concurrentenrollment/instructors/instructor-tutorials.html

First Day of Class Video
http://www.slcc.edu/concurrentenrollment/instructors/first-day-of-class.html

Student Course Evaluations
http://www.slcc.edu/concurrentenrollment/Students/course-evaluations.html

Submitting Final Grades
http://www.slcc.edu/concurrentenrollment/instructors/grading.html

Mandatory Training Requirements
https://www.slcc.edu/concurrentenrollment/instructors/mandatory-training.html

Canvas
https://slcc.edu/concurrentenrollment/instructors/canvas.html