

A checklist to provide guidance as you prepare for the new semester. Note items that are highly recommended and/or required.

UHMC Semester Prep Checklist			
Item/Task	Highly Recommended	Required	Notes
UH username and password		X	<p>High Priority! Do you have your UH username and password?</p> <p>NOTE: This is necessary for access to your Lulima course website, UH email and more.</p> <p>https://iam.its.hawaii.edu/access/sessionid=nobody/am-sso-check-status</p>
Faculty and Lecturer Handbook		X	<p>Have you read the handbook? http://maui.hawaii.edu/handbook/</p>
Print/download academic calendar		X	http://maui.hawaii.edu/academic-deadlines/
Print/download final exam schedule		X	http://maui.hawaii.edu/faculty-staff/ Listed under "Schedules"
Add/Drop/Withdrawal Dates		X	<p>Fall 2018 Academic Calendar http://maui.hawaii.edu/academic-deadlines/</p> <ul style="list-style-type: none"> • Include in syllabi and Lulima. • Focus on • Review with students on first day of class.
Course textbook/materials		X	<p>Check with your program coordinator and/or department chair:</p> <ul style="list-style-type: none"> • Requirements • Place order to bookstore • Place a copy on reserve in the library (if necessary) • other?
Develop course outline &	X		Helps to plan and organize your

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schedule			<p>content, activities, etc. for the semester.</p> <p><i>Recommendation:</i> Include this in your syllabus.</p>
Create syllabus/syllabi before the semester begins		X	<ul style="list-style-type: none"> • Reference UHMC Lulima Template • Check with your program coordinator and/or department chair for additional policies, procedures, preferences, requirements. • Send a copy of the final version of your syllabus/syllabi to department secretary at the start of the semester. • Add to Lulima course website.
Instructor Contact Information (name, email, phone, office hours, office location)		X	<p>Include on first page of syllabus/syllabi and Lulima Overview (formerly Home) page</p> <p>Office Hour Required: One hour per week, per course</p> <p>Post a printed copy of your office hour(s) on your office door</p>
FERPA (Family Educational Rights and Privacy Act)		X	<p>Familiarize yourself with FERPA policies</p> <p>https://maui.hawaii.edu/privacy-policies/</p>
Accommodations Statement		X	<p>You will receive an email notifying you from the Disability Services Counselor if a student in your course is listed as needing accommodations.</p> <p>Disability Services Counselor: Catherine Taylor Phone: 808-984-3227 Email: cataylor@hawaii.edu</p>
Lulima course website(s)		X	<p>Multiple sections of the same course? Group (combine sections</p>

			into one Laulima course website) Add relevant tools and content (NOTE: attend Laulima workshops for support)
<i>Laulima Profile</i>	X		Add a photo of yourself to your Laulima profile. Connect with students and promote teacher presence, student engagement and a learning community. View Laulima Help for steps: https://laulima.hawaii.edu/portal/help/main?help=sakai.profile2
<i>Overview (Home) Page</i>		X	Add instructor contact, course alpha/number/title, course description, course materials & resources, online learning platform links (MyITLab, MyMathLab, Cengage Mindtap, or other)
<i>Syllabus Tool</i>		X	Upload or add syllabus components
<i>Gradebook Tool</i>		X	Items, setup, options, etc.
<i>Other relevant tools</i>		X	As necessary for your course(s)
<i>Title IX</i>		X	Include in syllabi, be sure to upgrade information each semester. Reference UHMC Laulima Template → Syllabus → Privacy, Policies and Confidentiality for Fall 2018 information.
Online Learning Platforms		X	Determine if this applies to your course, learn the platform, setup the learning pathway, complete assignments, simulations, etc. (Pearson MyLab, Cengage MindTap, Mcgraw-Hill Connect, or other)

			Will you be connecting via Lulima using IDAP?
UHMC Resource Guide		X	Download and add it to your Lulima site <i>url pending</i> . Link to excel spreadsheet on UHMC website http://maui.hawaii.edu/wp-content/uploads/2018/01/UHMC-Community-Resource-List-2016-updated.pdf
Professional Development Resources		X	http://maui.hawaii.edu/pd/
Lulima Workshops & Course Design (Basic design tips, Copyright, Accessibility, UDL and more)		X	Instructional Design Services: Laureen Kodani ampong@hawaii.edu <ul style="list-style-type: none"> • Attend workshops • Make an appointment
Access to Classroom		X	Check with your Dept. Chair or Program Coordinator about a swipe card and/or keys for access to your classroom.
Classroom Equipment	X		Visit your classroom(s), in advance, to understand the equipment you have to work with.
Library My Library Packet	X		Meet with your designated reference librarian to learn about resources and options (inform students about physical and electronic resources) They can create Lib Guides for your class. http://maui.hawaii.edu/library/
Add yourself to Maui Announcements		X	https://maui.hawaii.edu/helpdesk/register-maui-announcements/
Sign up to receive emergency SMS/text and emergency email	X		Message from Security Chief: "All members of the UH Maui College campus community are encouraged to sign up to receive emergency SMS/text"

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broadcast alerts			and emergency email broadcast alerts (if you have not already done so). To sign up, log in at https://www.hawaii.edu/alert/
Orientation & Welcome E-mail (Video) to students	X		Send an e-mail to welcome your students and providing a brief orientation to your course. <ul style="list-style-type: none"> ● Getting started tips <ul style="list-style-type: none"> ○ First thing(s) to do ○ How to navigate your Lulima course website ○ More... ● Consider a brief video introduction to include the above items.
MySuccess No Show / Early Alert and subsequent alerts <i>Training??</i>		X	<ul style="list-style-type: none"> ● Note students who do not show up for the first day of class. ● Complete the surveys by scheduled due dates to communicate progress with students. ● Access the link at the bottom of any Lulima page. <p>NOTE: Instructor should consider intervention as necessary throughout the semester. Monitor student progress weekly, manually flag the student, connect/communicate with student.</p>
Integrated Student Success (ISS)			Introduction to initiative (will share information later)
Student Life			Al Paschoal 984-3717
Course/Peer Observation		X	Two observations are required for each semester. Connect with your program coordinator and/or department chair for details.
Course/Student Evaluations		X	eCafe: https://www.hawaii.edu/ecafe/ Check with your program coordinator or department chair for details (questions, review, etc.)
Publish Grades (End of Semester)		X	Publish grades to banner by scheduled due date. In Lulima, go

			<p>to Gradebook Classic → Publish.</p> <p>Verify in Banner. Confirm grades were posted and enter last date of attendance for failing grades to banner, go to https://myuh.hawaii.edu/ → Final Grading (All Campuses).</p> <p>NOTE: Keep a record of student attendance. If a student receives a failing grade, you are required to report the last date of attendance (or last date of graded activity in the class).</p>
For Distance/Online Course(s)			
All of the above		X	See the list above
Outreach Sites		X	(Hana, Lahaina, Lana'i, Moloka'i) Ensure you have current list of contact information.
Assignment(s) and/or Assessment(s) that verifies student identity		X	Proctored exam, web conference, other.
Lecture at each outreach site.	X		For Skybridge courses, consider at least one lecture originating from outreach site (meet students, experience firsthand the environment.).
Distance / Online Learning Professional Development	X		<p>Participate in PD to learn, share and grow your distance/online course.</p> <p>Check with your program coordinator, department chairperson, and/or instructional designer for information.</p>