BIOL 121/123 TA Pre-Course Checklist

TODAY

- ✓ Review the syllabus
- ✓ Put your information on the syllabus and post it under the syllabus tab in Blackboard.
- ✓ Post your information under the instructor tab in Blackboard, in all your sections.
- ✓ Review safety information
- ✓ Review Pre-Course Assignment (content and due date/time) to be sure it matches your sections
- ✓ Complete it yourself in student mode
- ✓ Review all upcoming assignments (Content and due date/time) for the first 3 weeks on course schedule: we don't meet Labor Day
- ✓ Show/hide unused items in the sidebar including: Content, Discussion, Tools, IT Helpdesk, WKU Libraries and Student Resource Portal
- ✓ Review your gradebook columns and organize as you see fit.
- ✓ Review Blackboard in "Student Mode" to ensure everything is available.
- ✓ Post your first announcement to Blackboard: Use the template below & mark "send email."

Hi everyone,
Welcome to (BIOL#, SECTION#, COURSE TITLE) My name is (MR. OR MS. ---) and I'll be your (BIOL#) instructor this semester for section ---. I'm looking forward to meeting you all soon. I have a few important points to share with you before our first lab, which is on (DAY, DATE, TIME) in (ROOM).

- This course is now open and available on Blackboard.
- Please review the syllabus carefully. It is attached and on Blackboard.
- You have an assignment due before our first class! Please complete the Pre-Course Assessment in the Assignment Section of Blackboard. This 20-question assessment covers information on the syllabus and lab safety. You must achieve a perfect score on this assignment before our first meeting (on DAY, DATE, TIME) to participate in lab. Details are available in the syllabus and on Blackboard.
- If you have not already, please purchase the Lab Manual from the bookstore. Details are available in the syllabus.
- (FOR 121 SECTIONS ONLY) You will need safety goggles for this class. They MUST adhere to your face around your eyes and should not be in the safety "glasses" style. They are available at the bookstore, Wal-Mart and most hardware stores. Here's a link for purchase online: https://www.walmart.com/ip/Wideskall-Crystal-Clear-Glasses-Anti-Fog-High-Impact-Resistance-Protective-Safety-Goggles-for-Lab-Chemical-and-Workplace-Safety/450291553

Please email me if you have any questions. I am looking forward to an excellent semester with you in (COURSE NUMBER).
(PROFESSIONAL SIGN-OFF INCLUDING YOUR EMAIL, OFFICE PHONE AND OFFICE LOCATION)

- ✓ Send reminder to all students who haven't completed the pre-course assessment yet.
- ✓ Begin revising the PowerPoint for week 1

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BEFORE DAY 1

- ✓ Go through and modify the first 2 weeks of PowerPoint slides. Include information about yourself. Post the PowerPoint in the Supplemental Folder on Blackboard as a pdf.
- ✓ Take the first quiz in student mode. You should do this throughout the course.
- ✓ Make all necessary copies
    - Syllabus
    - Lab 1 Replacement (for BIOL 123)
    - Lab Group Sign-up Sheet
- ✓ Get your manual or copies of the first lab as needed.
- ✓ Review the Blackboard Organization site that goes with your course. This site is for TAs only.