

Semester Start Checklist

The start of the semester is a busy time, so we created this Semester Start Checklist to ensure that you have everything you need for the start of your semester!

Is this your first semester teaching at Cambrian College?

(if not, skip to the next section)

What do I need to do?	How do I do it?
Read the faculty handbook.	Cambrian College Faculty Handbook
Attend departmental orientation.	Arranged by your hiring supervisor
Complete New Faculty Orientation (full-time) or Contract Faculty Orientation.	Full-time Faculty Orientation Contract Faculty Orientation

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What do I need to do?	How do I do it?
Read the course outline.	Click on the Course Outline icon next to your course code in myCambrian's faculty dashboard
Prepare your syllabus.	Syllabus Template [webpage] Syllabus Operating Procedure [PDF]
Prepare your Moodle shell (new) OR copy from previous Moodle shell.	Moodle [webpage]
Adjust Moodle assignment due dates and quiz settings (if you copied over from a previous semester).	Click 'Edit Settings' for each assignment and adjust the timing options and settings, as needed
Set up your class Zoom meeting links; post to Moodle (if applicable)	Zoom [webpage]
Complete and lock eGrades template	eGrades User Guide [PDF]