

Semester Start Checklist

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



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?	Timing
1. Read the Faculty Handbook	Cambrian College Faculty Handbook	Before semester start
2. Attend Departmental Orientation	Arranged by your hiring Supervisor	
3. Complete mandatory Technology for Teaching Moodle course	Technology for Teaching	
4. Complete mandatory Contract Faculty Orientation Moodle course	Contract Faculty Orientation	

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What do I need to do?	How do I do it?	Timing
1. Read the Course Outline	Click on the Course Outline icon next to your course code and title in myCambrian's Faculty Dashboard	Before semester start
2. Prepare your Syllabus	> Syllabus Guide > Syllabus Operating Procedure	
3. Prepare your Moodle shell	> Getting Started with Moodle > LMS Minimum Standards	
4. OR Copy over content from prior Moodle shell (optional)	How to copy over Moodle content	
5. Adjust Moodle assignment due dates and quiz settings (if you copied from a previous shell)	Click "Edit Settings" for each assessment and adjust the timing options	
6. Set up your class Zoom meetings; post links in Moodle	> Meetings: Instructions for Faculty > How to schedule recurring meeting > Zoom ready checklist	
7. Complete and lock eGrades template	eGrades User Guide	