Check List for Summer Classes
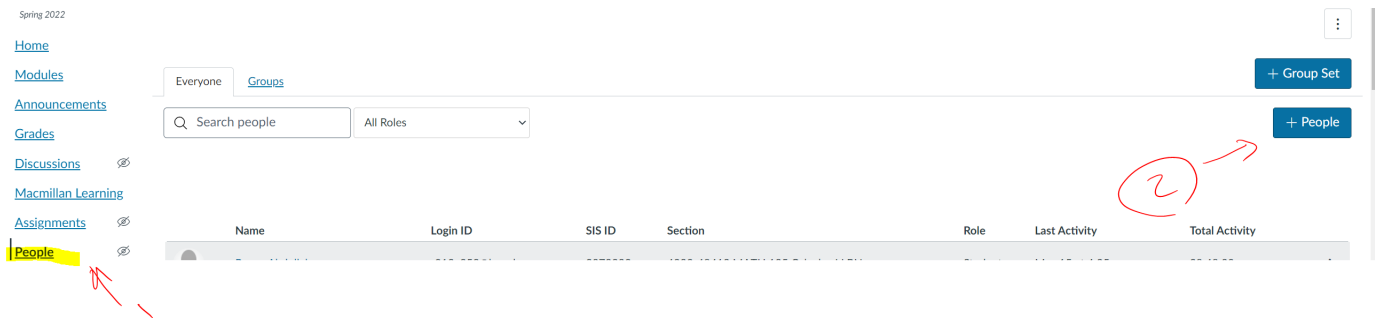
Here is the instruction for starting the summer courses.

May 2022

1 First Task

Start with adding me to your Canvas:

(1) Go to People and Add:

(2) Type my email: jila@ku.edu choose Teacher and click next:

(3) On the next prompt click add user:

Add People

✕

✓ The following users are ready to be added to the course.

Name	Email Address	Login ID	SIS ID	Institution
Jila Niknejad	jila@ku.edu			The University of Kansas

Cancel | Start Over | **Add Users**

I will copy a summer session template into your course Canvas that contains:

(a) **Weekly modules for** 8 weeks. **you need to adjust** the availability of each module.

(b) **Lecture notes** that are not organized according to your schedule so **You need to move them to the correct module.**

(c) A file upload for each week and a page for solutions of the work. **You need to write the written assignments and the solution** and **upload in the appropriate areas.** You need to **set the dates** for all of the assignments.

(d) A set of weighted assignment groups that **you need to adjust** according to your syllabus.

2   Second Task

Someone in Math department (possibly again me) is going to set up an appointment for you with Achieve representative(s), either Emily Knob (emily.knop@macmillan.com) or Jeff Skillman (jeff.skillman@macmillan.com).

For Math 125, there is another step with another group to set up a pay wall by a company name Willow. The Token for that is 782823.

I will add the generic Math 125 and Math 127 Achieve Course and an empty shell Achieve course for Math 126 for you. You will need to add and tweak questions. Then add the Achieve links to Modules yourself.

Video:

https://macmillanlearning.zoom.us/rec/share/SxDIyuK4gyqhnCB4PpDguxFLCdPwL8Q WvsgdKHParwFg_ZGfVEe7wopyAI14GNp.MWip5GkRakDVAxBZ

Passcode: $P?v\&b4\%+$

3 Third Task

1. Use one of the appropriate schedule templates and edit it to your liking.

2. Contact CODL at codl@ku.edu to find the days that they are available for in-person proctoring on campus and make sure the exam you scheduled is within those days. Here is their testing procedure information: https://codl.ku.edu/exams-assessment.

3. Contact the department if you are teaching online and don't have the equipment. Contact Ms. Prothe, Gloria and she will send you to the appropriate IT person. I think best options are to stay on campus and teach in one of the rooms that are equipped.

4. Make sure the information about the exam proctoring and classroom technology is included in your syllabus.

4 Fourth Task

1. Set the dates and organize your Canvas page. Add the syllabus and the schedule. Make sure that the weighted total is set up correctly according to your syllabus.

   Video: https://mediahub.ku.edu/media/t/1_a9soke9k

2. Add or tweak the first few or all of Achieve Assignments. Add the links.

   Video:

   https://macmillanlearning.zoom.us/rec/share/SxDIyuK4gyqhnCB4PpDguxFLCdPwL8Q WvsgdKHParwFg_ZGfVEe7wopyAI14GNp.MWip5GkRakDVAxBZ

   Passcode: $P?v\&b4\%+$

3. Write the first few Written assignments and their solutions.

4. Start preparing for the classes.

5. Math 125 and Math 127 have templates and Practice exams in the overleaf.

6. Please contact the department after this. My last paying day was Monday at 10am. I have been working non-stop this entire year.

7. Add your grader on Canvas as a TA, add each other on Canvas as course builders, collaborate over writing the written homework, Exams and creating Achieve. Remember the networking you do in graduate school is what keeps you running in your future career. Be part of the team.

   Good luck and have fun teaching your own course!