

KEPLER COLLEGE INSTRUCTOR CHECK LIST

To be completed 1 to 2 weeks prior to the class beginning

ZOOM

	Check the Zoom Room you have been assigned for your class <ul style="list-style-type: none">Sometimes rooms have to be shuffled and you might not have the same ZOOM room you had previously
	Check Zoom link to make sure your PC is recognized <ul style="list-style-type: none">ZOOM makes updates all the time and 'blips' happen even if you have signed in before

MOODLE CLASSROOM

	Check the classroom structure to make sure the weeks are identified correctly in each section <ul style="list-style-type: none">Check to ensure the future weeks are configured the way that you would like them to be – either visible or hiddenIf changes need to be made, send an email to geni@keplercollege.org and mary@keplercollege.org
	If there are conflicts with the instruction dates, reach out to the students during the first week of class to identify the change and ensure all students are on board. <ul style="list-style-type: none">Let Geni and Mary know of the change so that the classroom and zoom can be updated
	Quickly review your content to make sure all is in order and nothing has changed <ul style="list-style-type: none">Just to ensure the correct information is correct. We have had issues where a moodle update happened and some information from a classroom disappeared In another instance, an instructor updated a classroom but it was not the classroom that was the current, active classroom and then there was a scramble to rebuild

FINAL PIECES

	Prepare a one-page presentation or some talking points about what might be next for the students in the next semester If you would like the OPS group to put something together for you, we can. This is to get the student really excited about the next course they might like to take
	Any questions that cannot be answered, direct the student to the registrar. Even if the registrar cannot answer, she will either get the answer or forward to the correct person registrar@keplercollege.org

MISCELLANEOUS

	Changes to course numbers have been implemented. Check to make sure all your documentation references the new course numbers.