

## Recommended Checklist for the First Day of Class

### Prior to the First Day

- Upload your syllabus to the D2L course Content area.
- Post a welcome message in the D2L course site using the News tool.
- You may also include in the D2L course Content the following information:
  - Your teaching philosophy.
  - How you will be communicating with them and your timeline for answering questions and returning work.
- Visit your classroom prior to the first day.
- Print and review your class roster with pictures of your students via Checkmarq.
- Create an outline for how you will use your class time.
- Reflect on the climate you would like to create in your classroom (see also [classroom civility](#) from the University of Indiana); you may want to address some of these issues on the first day of class, too.
- Send a welcome email to your students welcoming them to the class.

### On the First Day of Class

- Arrive early and plan to stay late to answer student questions.
- Introduce yourself to the class and tell them something about yourself.
  - Sample icebreaker: My name is \_\_\_\_\_ and I am from \_\_\_\_\_ and one thing you wouldn't know by looking at me is \_\_\_\_\_ and this is important for you to know this because \_\_\_\_\_. Make sure you answer too!
- Review the “key points” of the syllabus by highlighting the learning outcomes for the course and helping students see relevance to them in their own lives. Students can read the policies and details later.
  - Be hopeful and express your belief in their ability to succeed in the class.
- Communicate clear expectations about attendance and grading policies.
- Review your D2L site and explain how it works and why you are using this tool.
- Set the tone by engaging students the way you intend to throughout the semester; that is, if you expect to engage actively in class, do that on the first day. *Telling* them about how they will be active learners is counterproductive. In other words, let them practice learning the way they will throughout the semester.
- Explain your office hours (or call them Student Support Time). Tell them you are open to multiple modalities (in-person, via Teams). Consider setting aside a consistent weekly time devoted just to meeting with students for whatever reason they deem appropriate.