FLEX Course Beginning of Semester Checklist

To prepare your FLEX course to welcome students, please ensure the following items are completed two weeks before the beginning of the semester:

- ☐ The syllabus is posted and easily accessible to students
    Post the syllabus under the learning module labeled as "Welcome: Begin Here!"

- ☐ Attendance Policy
    - ☐ List in the syllabus the appropriate copy of the **FLEX attendance** policy from the Graduate/Undergraduate Dean's office.
    - ☐ The syllabus makes clear to FLEX students how to demonstrate they watched your lecture in order to be counted "present" for that class. Attendance assessments may include "word of the day," "lecture quizzes," and/or "lecture discussion/reflections."
    - ☐ The Canvas shell includes a place for students to submit any necessary attendance assessment for the first day of class.

- ☐ Publish your course

Remember that your FLEX students need to be able to submit *all* of their assignments on Canvas for the semester. This includes papers, quizzes, and presentations. You may build out these assignments in Canvas at the beginning of the semester or do so as the semester progresses. Please be sure your FLEX students know they are to submit their assignments through Canvas.