

# New Instructor Checklist for Day One

Please Use This Checklist to Help You Prepare for Teaching, Manage your Classroom, and Troubleshoot Problems

## PREPARING FOR THE CLASSROOM / STUDIO

- Syllabus and Weekly Plan completed and ready to distribute to students (**Required**)
  - Please send your department coordinator a copy
  - Visit the Faculty Development page on Inside.artcenter.edu (<https://inside.artcenter.edu/pub/course/view.php?id=6>) for the syllabus template and samples, or contact [sam.holtzman@artcenter.edu](mailto:sam.holtzman@artcenter.edu)
- Online course content and materials (including syllabus and weekly plan) uploaded to DotED (LMS)
  - Visit <http://citl.artcenter.edu/dtl/resources/> or contact [gayle.burns@artcenter.edu](mailto:gayle.burns@artcenter.edu)
- Familiarize yourself with the library's services for faculty (liaison program, reserve course material, digitize content, etc.)
  - Visit <http://lib.artcenter.edu/faculty-services> or contact [mario.ascencio@artcenter.edu](mailto:mario.ascencio@artcenter.edu)

## inside.artcenter.edu (College Portal)

- Access Inside.artcenter.edu using Art Center credentials (Contact [helpdesk@artcenter.edu](mailto:helpdesk@artcenter.edu) for help with log-in)
- Check course enrollment using the attendance sheet, accessible from the Inside Dashboard and used to take weekly attendance online (**Required**)
- Review course schedule, location, and meeting times on Inside Dashboard (Contact department coordinator for help with scheduling)

## CLASSROOM SUPPLIES, PRINTING, AND COPYING

- Check with department coordinator for procedures and codes to use when charging items, printing and copying
  - Classroom materials can be purchased at the Student Store (Hillside Campus)
  - Copy Center staffed at Hillside and 950 (South Campus), copy machines are located at Hillside, 870, and 950
- Contact the Campus Student Store to order textbooks and student supplies ([Heather.Basile@Artcenter.edu](mailto:Heather.Basile@Artcenter.edu))

## CLASSROOM TECHNOLOGY AND SET-UP

- Audio / Visual Equipment Requests (<http://www.artcenter.edu/avrequest/>)
- Problems with Audio / Visual Technology (projector, mac mini, laptop connectivity, etc.)
  - Contact [helpdesk@artcenter.edu](mailto:helpdesk@artcenter.edu) | ext. 2390
- Problems with Classroom Set-up (chairs, tables, whiteboards, lights, etc.)
  - Contact [facilitieshelpdesk@artcenter.edu](mailto:facilitieshelpdesk@artcenter.edu) | ext. 2307

## FACULTY WORK SPACES / AMENITIES

- Faculty Lounges are located on Hillside and in 870 (South Campus)
- Faculty Dining Room (FDR) is open for breakfast, lunch, and dinner (Hillside)
- Coffee Cart is open from 8 am to 4 pm (Hillside)
- Grab and Go Food Options (950 Mezzanine) (1111, 6<sup>th</sup> Floor)
- Campus maps with locations identified (inside.artcenter.edu / campus)

## QUESTIONS?

Sam Holtzman, Director, Office of Faculty Development ([sam.holtzman@artcenter.edu](mailto:sam.holtzman@artcenter.edu) | ext. 2479)  
Megan Segota, Coordinator, Faculty Affairs ([megan.segota@artcenter.edu](mailto:megan.segota@artcenter.edu) | ext. 4390)

Center for Innovative Teaching & Learning | Hillside Campus Rm. 211A, M – F, 9:00 – 5:00

