

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 uploaded to Canvas (**Required**)
 - Please also 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 or wendee.lee@artcenter.edu
- Add content to your Canvas course site and make it visible for the students (**action required**)
 - Visit <http://citl.artcenter.edu/dtl/> or contact dtl@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

inside.artcenter.edu (College Portal)

- Access Inside.artcenter.edu using Art Center credentials (Contact helpdesk@artcenter.edu for help with log-in)
- Check course enrollment using the student roster, accessible from the Inside Dashboard and used to take weekly attendance online
- 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 South Campus (copycenter@artcenter.edu)
- Contact the Campus Student Store to order textbooks and student supplies studentstore@artcenter.edu

CLASSROOM AND REMOTE TECHNOLOGY AND SET-UP

- Zoom license and Tech Support / Audio Visual Department (AV@artcenter.edu)
- Problems with Audio / Visual Technology (projector, mac mini, laptop connectivity, etc.)
 - Contact helpdesk@artcenter.edu | ext. 2390
- Problems with Classroom Set-up (chairs, tables, whiteboards, lights, etc.)
 - Contact facilitieshelpdesk@artcenter.edu | ext. 2307

FACULTY SPACES AND SERVICES

- Faculty Lounges are located on Hillside and South Campus
- Faculty Dining Room (FDR) is an open space for faculty at the Hillside Campus
- Grab and go and pre-order food options are available in at both Hillside and South Campus using the Everyday App.
- Campus maps with locations identified are available on ArtCenter.Edu or Inside.ArtCenter.Edu

QUESTIONS?

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Center for Innovative Teaching & Learning | Hillside Campus Rm. 288, By Appointment for In-Person and Remote

