

# Course Sharing Best Practices

*Two week prior to the beginning of class:*

- In Canvas, you will need to:
  - Check your Canvas course roster no later than 2 weeks before the start of classes to make sure that all students have been added to the course.
  - Make sure the secondary instructors (i.e., those responsible for recording grades at other institutions) have been added to Canvas so that they can fulfill their responsibilities.
  - Login to your Canvas course and select People from your course navigation menu. Ensure all students and instructors are listed.

# Course Sharing Best Practices

- Send a “welcome email” to students at both your primary and secondary institutions
  - Include customized message for each institution
  - Instruct students how and where to log in to their course
- Work with primary and secondary institution libraries and bookstores to verify that class resources are available at all campuses
- If your class requires proctored exams, inform students so they are aware of the potential additional cost

*Additional resources:*

- [Intercampus course sharing](#)
- [UM Course Sharing Faculty Checklist](#)