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