


Setting Up Your Course

Students are generally enrolled in your course no later than one week prior to the start date; however, the course is not visible until you activate it (one week before class starts). Prior to activation, you should doublecheck the content and the settings, using this checklist. To find your course, log into MySWU from www.SWU.edu and choose View My Courses (Canvas) directly under the Faculty Tab.

- Email students at their mail.SWU.edu email with a WELCOME email in which you remind them of the start date, first-week requirements, how to access the course online, and the link for ordering textbooks through eCampus: <https://swu.ecampus.com/>. Share something about yourself and the course so that students can better connect with you and are encouraged about their upcoming journey with you.
- While all email for the course should go through official channels, you may want to ask for alternate contact information from your students, such as a phone number, in case of extenuating circumstances.
- Make sure that your course has the correct content.
- Check/set dates and settings on quizzes, assignments, and discussion areas.
- Check/set all graded assessments for links to gradebook columns. Make sure the percentages match the assignments and the grading criteria.
- Check/repair links to documents, as well as video files embedded within your course pages. Report any broken links, missing content, or discrepancies in content to your dean so that the master course can be updated.
- Be sure that the syllabus is up-to-date and that the course schedule is aligned with the sequence of events in your course modules.
- Post your photo and bio in About Your Instructor, along with your Zoom online office hours.
- Edit the “Start Date, Due Date, and Post Date” for each Turnitin Assignment if your course utilizes Turnitin. This step must be completed BEFORE students gain access to the course.
- Activate the course one week before the official start date of class.
-  Download the Canvas App so you have mobile access to notifications and emails.
- Subscribe to Discussion forums for email alerts.

First Week of Class

Students begin assignments.

- Provide a video announcement on the home page to help the students understand how to get started and how students should approach the week’s assignments.
- Make sure to maintain a constant presence in the course, responding to introductions, emails and discussion posts. Timely feedback is essential.
- Use Zoom weekly to build community.
- Enter attendance at the end of the first week based on completion of at least one assignment. If a student hasn’t logged in or completed an assignment and hasn’t responded to your attempts to contact him or her, notify your dean immediately.

Succeeding Weeks

For each module, it is good practice to follow a specific routine in order to maintain communication with the students and to provide prompt feedback.

- Provide a video announcement on the home page to help the students know how to approach the week's assignments: what they need to do, due date reminders, and encouragement and a smile from you!
- Monitor and respond to emails and discussions within 24 hours on weekdays and within 48 hours on weekends. Your timely feedback is worth your effort in many ways.
- Monitor and facilitate graded discussion activity daily. You **must** respond to your students' posts. Otherwise, students believe they are having to teach themselves and will undermine your authority and expertise in the class.
- Provide timely grading on all graded activities (within three days is preferred, but never longer than five days).
- Wrap up the weekly activities in a discussion post, announcement, or a short audio/video announcement.
- Make note of problems and complaints as they occur and make corrections immediately when necessary. Keep a record of changes for your dean so that the master course can be corrected.
- Use Speedgrader and rubrics for grading assignments
- Use Chalk and Wire to grade when it is required.

Need Help?

For specific questions, see below:

For questions on academic content, grading, or student concerns, contact your dean.

School of Education, Dr. Sandra McLendon, 864-644-5354, smclendon@swu.edu

School of Business, Dr. Steven Preacher, 864-644-5486, spreacher@swu.edu

College of Arts & Sciences: Dr. Randolph Johnson, 864-644-5221, rjohnson@swu.edu

For questions on textbooks or payroll, contact your dean's administrative assistant:

School of Education, Megan Perrine, 864-644-5362, mperrine@swu.edu

School of Business, Meredith Gaskin, Phone: 864-644-5483, mgaskin@swu.edu

College of Arts & Sciences: Cheryl Parris, Phone: 864-644-5220, cparris@swu.edu

For Chalk & Wire, contact Tyler Watts at tdwatts@swu.edu.

For 24/7 Support Hotline, call 864-644-5050.

For Canvas Questions, contact the following members of CTE:

- Jody Kelley at jkelly@swu.edu
- Scott Williams at swilliams@swu.edu
- Karen Lee at klee@swu.edu

For the Canvas Administrator, contact Brian Bartlett at bbarlett@swu.edu.