**These tasks should be completed during the course. Refer to the Faculty Handbook at** [**https://online.ctcd.edu/training\_resources.cfm**](https://online.ctcd.edu/training_resources.cfm) **(Essential Information) for details.**

| **Completed** | **Task** | **Resource/Reference/POC** |
| --- | --- | --- |
|  | Sign and return employment paperwork, such as PTEAs, as requested. | CTC Faculty Handbook and Human Resource Manual |
|  | Send a welcome email to your students on or before the first day of class to optimize their ability to find and log into your class. | Best practices |
|  | Consider offering a course orientation to explain how your course is set up and what your expectations are. | <https://online.ctcd.edu/training_resources.cfm>  (Essential Information) |
|  | Inform your students of the CTC Academic Misconduct Policy and the consequences of violating the standards. The policy is in the CTC Catalog and the Student Handbook. Your course should include suggested activities for students to complete to make them aware of what constitutes academic misconduct. | <https://online.ctcd.edu/training_resources.cfm> |
|  | Note course participation and reach out to students who are not participating during the first week or two. | The roster that you receive via email includes alternate email addresses as well as telephone numbers to make this task easier for you. |
|  | Check if you have high school dual credit students. | Use the tool at the Faculty Resources in Blackboard. |
|  | Make your presence known right away. | Recommendation is to log in a minimum of three non-consecutive days each week or as directed by your department. |
|  | Remind students to check their EagleMail account for important CTC communications. | <https://www.ctcd.edu/students/current-ctc-students/student-email/> |
|  | Encourage students to use Messages in Blackboard. It is not tied to a specific email account and maintains a log of sent and received messages. | <https://help.blackboard.com/Learn/Instructor/Ultra/Interact> |
|  | Submit cert roll through Etrieve when due. | <https://online.ctcd.provid/training_resources.cfm> |
|  | Keep your Blackboard gradebook current—especially if you have dual credit students. | <https://online.ctcd.edu/training_resources.cfm> |
|  | Respond to student emails and messages within 48 hours. | <https://online.ctcd.edu/training_resources.cfm> |
|  | Evaluate and provide timely and constructive feedback to students on graded activities. | <https://online.ctcd.edu/training_resources.cfm> |