




**Log-in Accounts**

Accounts	Resources	
Verify your Employee ID #.	Program Manager	
Authenticate with NetID and manage your password.	<a href="#">NetID Log-in Page</a>	
Check your HCC Outlook E-mail. Review <a href="#">Microsoft Office Tutorials</a> .	<a href="#">HCC Outlook Web-Access</a>	
Clarify student email and <a href="#">Office 365 Web Apps</a> .	<a href="#">HawkMail365 Overview</a>	
Check your WebAdvisor Account. Review <a href="#">WebAdvisor Tutorials</a> .	<a href="#">WebAdvisor Log-in Page</a>	
Check your MyHCC courses. Consult the <a href="#">Canvas Instructor Guide</a> .	<a href="#">MyHCC Log-in Page</a>	
<i>Bookmark</i> HCC Help Desk for password & access issues, technical assistance, software assistances, and classroom computer station support.	<a href="#">HCC Live Help Desk</a>	
<i>For Canvas Support,</i> <ul style="list-style-type: none"> <li>• Call toll free <b>844-408-6462</b>.</li> <li>• Use the Help link in the upper right corner within Canvas.</li> <li>• Use the Chat feature within the Canvas Help link.</li> </ul>	<a href="#">CITT MyHCC Page</a>	
<i>Bookmark</i> the New Faculty Page.	<a href="#">New Faculty Page</a>	
<i>Bookmark</i> the HCC Faculty Mentor Program Page.	<a href="#">Faculty Mentor Program</a>	
<i>Bookmark</i> the New Faculty LibGuide.	<a href="#">New Faculty LibGuide</a>	
<i>Complete</i> the Online Orientation – College & Campus.	<a href="#">College &amp; Campus</a>	
<i>Complete</i> the Online Orientation- Faculty Role.	<a href="#">Faculty Role</a>	
<i>Complete</i> the online tutorial on Instructional Technology.	<a href="#">Instructional Technology Tutorial</a>	


**Semester Preparation**

Semester Preparation	Resources	
Verify assigned teaching load and obtain all needed course textbooks and materials. Review Publisher Resources for textbook and obtain necessary training or passcodes.	Program Manager	
If teaching web-enhanced, hybrid or online courses for the first time, register for Canvas Certification Training.	<a href="#">CITT Registration Page</a>	
Clarify HCC Policy and Procedure.	<a href="#">HCC Administrative Rules and Procedures</a> <a href="#">FUSA Contract</a>	



**Three Weeks Prior to the Term**

<b>Semester Preparation</b>	<b>Resources</b>	
Download the Academic Calendar. <ul style="list-style-type: none"> <li>• Verify add/drop, WN, and W date for each course.</li> <li>• Verify last scheduled class period &amp; non-class days.</li> <li>• Verify the Final Exam Schedule.</li> </ul>	Program Manager <a href="#">Academic Calendar</a>	
Review HCC Course Descriptions.	<a href="#">Catalog Home Page</a>	
Review Student Learning Outcomes for General Education.	<a href="#">General Education Student Learning Outcomes</a>	
Review Student Learning Outcomes (SLO) for Associate in Arts Programs.	<a href="#">ASLOA Academic Student Outcomes</a>	
Review Course-Specific Outcomes in <a href="#">Public Folders</a> .	Program Manager	
Construct course syllabi.	<a href="#">Syllabus Tutorials</a>	

**Two Weeks Prior to the Term**

<b>Semester Preparation</b>	<b>Resources</b>	
Authenticate NetID to access all needed accounts and instructor stations.	<a href="#">NetID Log-in Page</a>	
If teaching hybrid or online courses, copy then prepare existing courses for new semester.	<a href="#">CITT MyHCC Page</a>	
Complete all course syllabi for distribution.	<a href="#">Syllabus Tutorials</a>	
Obtain HawkID Card, Gate ID, or decal for campus parking.	<a href="#">Hawk Card Home</a>	
Verify office space and obtain access.	Program Manager	

**One Week Prior to the Term**

<b>Semester Preparation</b>	<b>Resources</b>	
Attended scheduled college-wide in-service and campus in-service or orientation.	Check Outlook or Campus Calendar for Details.	
<b>Campus Services</b>	<b>Resources</b>	
Tour Campus Classroom and Student Service Locations. Construct a campus contact list.	<a href="#">Campus Map</a> <a href="#">HCC Directory Link</a>	
Verify Student Services: Academic Success or Tutoring Center, or <a href="#">SmarThinking Online Tutoring Service</a> .	Location Contact	
<a href="#">Testing Services</a> . Review established procedures	Location	




## New Faculty Checklist - Academic Calendar

that may require a Photo ID & Cover Sheet.	Contact	
Library: Review orientation procedures and student services; NOTE: Hawk ID needed to access <a href="#">HCC Libraries Online</a> .	Location Contact	
Verify resources at the <a href="#">Career Resource Center</a> .	Location Contact	
Verify course textbooks editions and hours for the <a href="#">Bookstore</a> .	Location Contact	
Computer Lab: Verify Open Lab Hours for student use.	Location Contact	
Verify services provided by the campus <a href="#">Office of Service for Students with Disabilities</a> .	Location Contact	
Incorporate and review student events sponsored by your campus <a href="#">Student Government Association (SGA)</a> .	Location/Contact	
<b>Assigned Courses</b>	<b>Resources</b>	
Verify assigned teaching load after registration is closed.	Program Manager	
Print Class Roster using WebAdvisor.	<a href="#">WebAdvisor Log-in Page</a>	
Contact Students using the e-mail link from the class roster in WebAdvisor or MyHCC. TIP: Attach your syllabus to a short welcome note.	<a href="#">MyHCC Log-in Page</a>	
Check HCC Outlook Account for institutional, campus and departmental announcements.	<a href="#">Outlook Web-Access Log-in Page</a>	
<b>Office Space</b>	<b>Resources</b>	
Check contents of departmental mail box.	Room	
Obtain or order any needed office supplies.	Office Contact or Room?	
Verify copy procedures and necessary passcodes.	Room? Passcode?	
Organize Desktop Computer & Outlook Account.	<a href="#">Microsoft Office Tutorials</a>	
Review manuals for Telephone Voice Mail system operation.	<a href="#">Call Pilot User Guide</a> <a href="#">1120/1140 IP Telephone User Guide</a>	
<i>Bookmark</i> HCC Help Desk: Technological & student services questions.	<a href="#">HCCLive Help Desk</a>	
<i>Bookmark</i> CITT: Faculty Professional Development for tutorials and training.	<a href="#">CITT Home Page</a>	
<i>Bookmark</i> PDWS: Professional Development and Workshop Services for tutorials and training.	<a href="#">PDWS Home Page</a>	
<i>Bookmark</i> Pay Date Schedule.	<a href="#">Pay Date Schedule</a>	
<b>Policy Review</b>	<b>Resources</b>	
Review the FUSA Contract.	<a href="#">FUSA Contract</a>	
Review <b>HCC Student Policies</b> : Programs, Grade Confidentiality, Student Bill of Rights.	<a href="#">HCC Student Handbook</a> <a href="#">Student Bill of Rights</a>	
Review <b>Employment Policies</b> : Access to Computers,	<a href="#">HCC Administrative Rules and</a>	


### New Faculty Checklist - Academic Calendar

College Property, Sexual Harassment, Teaching Evaluation, Office Hours, Parking.	<a href="#">Procedures Academic Affairs</a>	
Review <b>Grading Policies:</b> GPA Grade Computation, Attendance Grades, End-of-term grades; Grade Appeals. Review <a href="#">WebAdvisor Tutorials.</a>	<a href="#">HCC Administrative Rules and Procedures</a>	
Consult <a href="#">Student Services</a> for Registration, Add/Drop Procedures, and Advising.	Campus Location Contact	
Review <b>Safety &amp; Security Policies:</b> Emergency Procedures, Campus Disturbances, Assault or Threat, Violence, Use of Force.	<a href="#">Public Safety Office</a> Campus Contact	
Verify any Campus Specific Policies.	Program Manager	


### First Week of the Term

First Class Meeting Preparation	Resources	
Verify course add/drop date.	<a href="#">Academic Calendar</a>	
Prepare syllabi for distribution.	Copy Procedures	
Before the first class meeting, verify classroom space. Make online courses available.	<a href="#">CITT MyHCC Page</a> <a href="#">Smart Classroom Support</a>	
Review overload procedure.	Program Manager	
During the first class meeting, distribute and clarify course syllabus, assess student skill and knowledge levels via a diagnostic, and introduce course outcomes or key concepts	Review <a href="#">First Week Learning Principles.</a>	
<b>Add/Drop Date:</b> Communicate course add/drop date and refer students to student services.	<a href="#">Academic Success Centers</a> Campus Location	
At the second class meeting, review class roster following add/drop date and check status of all students.	<a href="#">WebAdvisor Log-in Page</a>	


### Second Week of the Term

Week 2 Preparation	Resources	
Submit <a href="#">Office Hours Form.</a> Submit Course Syllabi.	Program Manager	
<b>W/N Deadline:</b> Enter W/N or attendance grade <b>9 calendar days</b> after the start of a course. Consult <a href="#">WebAdvisor Tutorials.</a>	Program Manager <a href="#">WebAdvisor Log-in Page</a>	
<b>Early Warning.</b> By the end of week three, evaluate student performance and refer to any needed campus resources: tutoring, testing or writing centers.	<a href="#">Academic Success Centers</a> Campus Contact	


**Midterm**

<b>Withdrawal Deadline</b>	<b>Resources</b>	
Provide Students with course standing or estimated grade, then communicate the withdrawal deadline.	<a href="#">HCC Administrative Rules and Procedures</a>	
Midterm: Evaluate student performance and refer to any needed campus support service.	<a href="#">Academic Success Centers</a> Campus Contact	

**Last Week of the Term**

<b>Week Preparation</b>	<b>Resources</b>	
Submit End of Term Verification Form.	<a href="#">End of Term Verification Form</a>	
Communicate student pre-final grades. Contact Students using the e-mail link from the class roster in WebAdvisor or MyHCC.	<a href="#">WebAdvisor Log-in Page</a> <a href="#">MyHCC Log-in Page</a>	
Communicate final exam time and location. Review for the final exam, project or presentation. Provide course closure or assess outcomes.	<a href="#">Academic Calendar</a>	
Review Incomplete grade criteria.	<a href="#">HCC Administrative Rules and Procedures</a>	
Provide course closure or assess learning outcomes.		

**Course Close**

<b>Final Exam Period &amp; Grading Preparation</b>	<b>Resources</b>	
Communicate final course grades to students. Contact Students using the e-mail link from the class roster in WebAdvisor or MyHCC.	<a href="#">WebAdvisor Log-in Page</a> <a href="#">MyHCC Log-in Page</a>	
Post Final Course Grades to WebAdvisor within 48 hours of scheduled final. Consult <a href="#">WebAdvisor Tutorials</a> .	<a href="#">WebAdvisor Log-in Page</a>	
Submit final course grades per departmental procedure.	Program Manager	
Archive all courses for one calendar year.		
Verify dates when college is closed between semesters.	<a href="#">Academic Calendar</a>	

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