Checklist –

Getting Ready for the First Week

* Set up a BBL page for your class and be sure to link your OSM syllabus to BBL. (See Tech instructions on <https://fwp.english.ua.edu/instructors/technology/> and <https://cit.ua.edu/technologies/blackboard/> )
* Upload your course policy/syllabus to OSM (accessible through mybama or syllabi.ua.edu) and to the BBL page for your class. (See tech instructions above)
* Print your updated roster from MyBama each day until the drop/add period ends, and use this roster to check roll. Do not let students stay in your class if they are not on the official MyBama roster; send them to Melinda Fields in the FWP office in English Building 207.
* Ask if you have student athletes in the class. Check the number of absences student athletes will have because of games, meets, etc. If you have students who will be over the allowed number of absences, consult the Director of FWP immediately.
* Ask that students who may need disability accommodations see you privately to provide their documentation from ODS. Ask FWP staff if you have questions about providing appropriate accommodations.
* Get in the habit of reading all English department email. Email is the primary mode of communicating important information across the department.
* Download the UA Safety App (<https://ready.ua.edu/safety-app/>) to your phone for easy access to emergency contacts, weather info, etc. If you don’t want the app, please save the number for UAPD in your phone (205-348-5454). They can respond to any emergencies on campus before 911.
* Know the procedure for cancelling class due to illness or other instructor emergency. Go to <https://english.ua.edu/intradepartmental/> and look for the heading “class cancellations.”
* Get familiar with resources and information on <https://fwp.english.ua.edu/>