**Week 1 Essentials:**

Preparing for the 1st day of classes –

- **Parking** – (the first week of the term parking can be especially hectic! Review your campus map and determine where you plan to park.) Note: Main campus has both free and paid parking lots. Determine if you need to purchase a parking permit.
- **Office** - Determine where your office cubicle is located. You will use this area to check email, voicemail, and check your mailbox.
- **Classroom** – Identify on a campus map where the building is located. Know the room number and whether or not you need a key or swipe card to enter. You can always call security to open the room (non-emergency dispatch) 224-3002 or x3002 from any campus phone.
- **Class Handouts** – Identify your first day handouts for class (for example: course syllabus). These materials can be emailed to CNM’s Duplicating and Postal Center (DPC) and picked up later.

2 options for getting your materials to DPC:

- Drop off in person, pick up later
- For Main campus you can email a softcopy to DPC (see emails listed on the webpage)

Information needed:

- Your school’s cost account # – You can get this from your school admin coordinators
- # of copies you need
- Copy job specifics – if you need double-sided copies, 3 hole punch, collated, stapled, etc.
- NOTE: the beginning of term is a very busy time. Ensure you have a two day lead time. For example: email file with pertinent information Wed noon for pickup on Friday noon.

- **Media** – Identify if there is any audio visual equipment that you need for class. (Video, Computer, Projector, etc.) Requests for media to be delivered to your classroom are made through Instructional Media Resources (IMR) Audiovisual Services. Computers on Wheels (COWs) include: LCD video/data projector, computer, VHS/DVD player, and speakers, on a cart
- **Course Textbook** – Make sure you have a copy of the textbook. If you do not, check with your school office. (provide link to school office contacts)
- **Classlist** – Download your class list from Web for Faculty which can be accessed from MyCNM. You will need to take attendance in class so you know who to drop for non-attendance.
- **Waitlist** – You may want to print out any waitlists you have for your classes. Note: These will “turn off” or disappear on the first day of your class so that students cannot continue to get on a waitlist. If you have a print out, you will know the order in which students registered for your waitlist which will help you prioritize students who you allow to take the class.
• Learning Environment – think about the learning environment that you plan to establish. You may want to review this list for ideas on things to do for a successful first week of classes. (add list here).
• Here are a few useful documents that can help you think about planning for your first day of class:
  o FIRST DAY OF CLASS: WHAT CAN/SHOULD WE DO?
    http://honolulu.hawaii.edu/intranet/committees/FacDevCom/guidebk/teachtip/firstday.htm
  o Ten Things to Make the First Day (and the Rest) of the Semester
    http://honolulu.hawaii.edu/intranet/committees/FacDevCom/guidebk/teachtip/tenthings.htm
Day 1 –

- **ARRIVE EARLY**
- If you need ID swipe access to your classroom, call security to open the room (non-emergency dispatch) 224-3002 or x3002 from any campus phone.
  - Day one or sometime in your first week of classes, fill out the classroom access form and submit it to your school's office. (list of each school’s main office #)
- Familiarize yourself with MyCNM (Instruction Tab).
- Check your email. Administration will email you through Microsoft Outlook so it is very important to read this email. Your students will email you through MyCNM under the My Courses tab likewise it is important to read this email.
- Each CRN comes with a Blackboard shell to provide you with a means to web-enhance your course. If you are already familiar with the Blackboard platform you may want to do this. If not, you can always attend a CTL workshop on this topic.
- Reflect on how your first class went. Celebrate what went well and think of parts that you may want to improve for the next class. Remember instructors are always working on improving their teaching practice. Decide if there is anything you plan on doing differently in the next class and work through how you will make that happen.

Week 1 –

- **Waitlists** – Consider or contemplate your overfill policy and how you will respond to students on the waitlist who want to get into your class. Check with your Associate Dean and discuss how you might handle this to ensure it is in line with your school’s policy.
- Review your class attendance and note any students who did not attend. These students can be dropped for non-attendance.