**WELCOME BACK TO**

**NYU CLASSES!**

THE NYU CLASSES TEAM HAS CREATED THE FOLLOWING CHECKLIST TO HELP YOU PREPARE FOR THE BEGINNING OF THE SEMESTER

**✓ CHECKLIST:**

- **ACTIVATE YOUR COURSE SITE**
  Find “Set up Course Sites” in your Workspace

- **COPY CONTENT FROM A PREVIOUS COURSE**
  Use “Import from Site” in the Settings Tool

- **CHECK YOUR ROSTER**
  Add participants if necessary (e.g. Course Site Admin or Teaching Assistant)

- **POST YOUR SYLLABUS**
  Use the Syllabus Tool

- **CLEAN UP COURSE MENU**
  Remove tools that are not utilized

- **PUBLISH YOUR COURSE SITE**
  Once your site is ready, make sure to click “Publish” to grant student access

- **SEND AN ANNOUNCEMENT**
  Welcome your students to your course!

**WANT TO LEARN MORE?**

THERE ARE MANY TOOLS AVAILABLE IN NYU CLASSES.

To see what’s available check “Add/Edit Tools” in the Settings Tool in the course menu.

You can also check our Enhancements Roadmap to see what is coming soon in NYU Classes.

**DID YOU KNOW THAT...**

Clicking on “Get Help with this Tool” throughout NYU Classes will direct you to various Knowledge Base articles that provide you step-by-step instructions on how to use the tool.

**REQUEST AN APPOINTMENT AT THE DIGITAL STUDIO**

on the 5th floor in Bobst Library.

- Email: digital.studio@nyu.edu
- Phone: (212) 992-9233

Should you have any questions, please contact the NYU IT Service Desk.

Phone: 1-212-998-3333 (24 hours)