Follow these recommended steps to prepare for the new semester.

**CHECKLIST**

- **ACTIVATE YOUR COURSE SITE**
  Find Set up Course Site in your “Home” tab in NYU Classes (newclasses.nyu.edu).

- **COPY CONTENT FROM A PREVIOUS COURSE**
  Within the Settings tool, select Import From Site, and choose the site that contains your desired content.

- **CHECK YOUR ROSTER**
  Add participants if necessary (i.e. Course Site Admins or a Teaching Assistant) by clicking the Settings tool, and then the Add Participants tab.

- **SHARE YOUR SYLLABUS**
  Click the Syllabus tool and Add your syllabus by either uploading a document or typing in the text.

- **CUSTOMIZE YOUR COURSE MENU**
  Remove or add new tools by going to the Settings tool and clicking on the Add/Edit Tools. You can also reorder your course menu by selecting the Tool Order tab.

- **PUBLISH YOUR COURSE SITE**
  Once your site is ready, make sure to click Publish to grant access to students.

- **SEND AN ANNOUNCEMENT**
  We recommend posting an announcement to welcome your students to your course site.

**WANT TO LEARN MORE?**

There are many tools available in nyu classes. To see what’s available, click on the Add/Edit Tools tab in the Settings tool in the course menu.

You can also check the Enhancements Roadmap at nyu.edu/it/classes/roadmap to see what’s coming soon to NYU Classes.

**NEED HELP?**

Clicking the Get Help With This Tool button at the upper right corner of the NYU Classes menu will direct you to various knowledge base articles that provide you with step-by-step instructions on how to use the tool.

**NEED TO MEET WITH A SPECIALIST?**

Request an appointment at the Digital Studio on the 5th floor of the Bobst Library.

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