Faculty Checklist for NYU Classes
Start of Semester

Follow these recommended steps* to prepare for the new semester.

To Do

☐ **Activate your course site**
Find “Set Up Course Site” in your “Home” tab in NYU Classes (classes.nyu.edu).

☐ **Customize your course navigation menu**
Go to the “Settings” tool and select “Add/Edit” tools to only display the tools you intend to use. You can reorder the menu items through the “Tool Order” tab.

☐ **Import content from a previous course site**
If you want to reuse content from previous semesters, refer to the “Import From Site” checklist.

☐ **Check your roster**
Add participants (e.g. a Course Site Administrator or Teaching Assistant) by selecting the “Settings” tool and then the “Add Participants” tab.

☐ **Share your syllabus**
Select the “Syllabus” tool and “Add” your syllabus by uploading a document or entering text.

☐ **Preview your site as a student**
Look for the “View Site As” drop-down menu at the top of your course site. Select “student” to get a feel for what students will see.

☐ **Publish your course site**
Once you are ready for students to access your course site, click the “Publish” link at the top of your site.

☐ **Send a “welcome” announcement**
Post an announcement before the first day of class to greet your students and share important information.

Need Help?

Select the “Help for this tool” link at the upper right corner of any area within your NYU Classes course site to access knowledge base articles with step-by-step guidance for using each tool. For IT support, contact the IT Service Desk, open 24x7.

- [www.nyu.edu/it/servicedesk](http://www.nyu.edu/it/servicedesk)
- [AskIT@nyu.edu](mailto:AskIT@nyu.edu)
- [212-998-3333](tel:212-998-3333)

Want to Meet with a Specialist?

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

- [212-992-9233](tel:212-992-9233)

*This information is intended for a general audience. We recommend contacting your school/departmental administrators for specific policies or guidelines.