

# Pre-semester Checklist for New Teachers

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Your Administrative Assistant (AA) for your department is your connection to most everything you'll need to prepare for the first class.

- 1. Be sure to exchange contact information with your Administrative Assistant.
  - My Department AA
  
  - Phone:
  
  - E-mail: \_\_\_\_\_@academyart.edu
  
  - Building & Room Number

- 2. Note Important Events and Dates

Event	Day & Date	Time	Place
Department Meeting			
New Faculty Orientation			
AAU Teaching Conference			
First day of the Semester			
My course names & numbers: 1. 2. 3. 4.	Meeting days	Times	Rooms & Buildings

**Ask your AA about the following:**

- 3. Turning in paperwork
- 4. ID Badge—Room B83 at 180 New Montgomery, 8:00am – 7:00pm
- 5. Faculty Manual—from department
- 6. Course Catalog

7. Mailbox location: \_\_\_\_\_

8. Faculty voicemail information (if you're full time):

Phone # \_\_\_\_\_ Extension: \_\_\_\_\_ Password: \_\_\_\_\_

To check messages: 415-618-8900 Enter your extension, followed by your password.

9. Activate your AAU faculty email address. Look for your letter with your login information, if you're full time. Then log onto <http://faculty.academyart.edu/> > Campus Resources > email

10. Copy machines  
Large volumes: \_\_\_\_\_  
Smaller jobs: \_\_\_\_\_  
Code for copy machine: \_\_\_\_\_

11. Faculty work area to work or eat: \_\_\_\_\_  
Code to faculty work area: \_\_\_\_\_

12. Bookmark AAU websites on home computer:

- Academy Of Art University main site <http://www.academyart.edu/>
- AAU intranet <http://intranet.academyart.edu/> (Access from campus only)
- Academy Resource Center: <http://arc.academyart.edu/>
- AAU library <http://library.academyart.edu/>
- Faculty Resources <http://faculty.academyart.edu>
- AAU Bus schedule online: [http://my.academyart.edu/campusinfo/bus\\_schedule.jsp](http://my.academyart.edu/campusinfo/bus_schedule.jsp)

### Get to know the facilities

13. Tour the Department

14. Tour the School

15. Tour the Library

### Prepare for your courses

16. Download and print a copy of your syllabus, course outline and class roster for each class.

- To do this, go to **Class Login** at <http://online.academyart.edu/login.html>
- Enter username and password. On the left-hand side of the page you'll see **My Classes**.
- Click on the class title. You'll see a printable version of your syllabus.
- Then look at the menu items at the top of the page:  
**My Home | Syllabus | Course Outline | Download | Links | Class Profile.**
- Click on **Course Outline** to find a printable version of your outline.
- Next, click on **Class Profile**. In the upper right-hand corner in red, you'll see three options:  
**Print Student Roster | Download Student Roster | Instructor Training.**
- Print your roster and/or download your roster for Easy Grade Pro. For more information, click on **Instructor Training** for online tutorials.

- 17. Order books and materials if necessary.
- 18. Review or update materials list for students.
- 19. Schedule models if applicable.
- 20. Schedule field trips.
- 21. Order A/V equipment—ext. 3828 / [av@academyart.edu](mailto:av@academyart.edu). Ask your department AA for the procedure /timeline, etc.
- 22. Set up a grading system to keep track of grades OR use Easy Grade Pro. As an AAU instructor you can request a free copy of Easy Grade Pro. Ask your AA for the AAU Users Agreement and the Easy Grade Pro CD. Then use the CD to install the program on your own computer and return the CD to your AA. You will find an online tutorial under Instructor Training in CLASS PROFILE (see #16 above). If you need more help, contact Faculty Development at 618-3855.
- 23. Take online tutorials for entering attendance data online:  
<http://media.academyart.edu/attendance/current.mp4>  
<http://media.academyart.edu/attendance/past-due.mp4>  
<http://media.academyart.edu/attendance/reports.mp4>
- 24. Get contact information for instructors who have taught your courses:

Courses	Names:	Phones:	E-mails:

- 25. Keep EAP Department contact information: [eslsupport@academyart.edu](mailto:eslsupport@academyart.edu) / 415.618.3903, available should you need to request EAP support and/or guidance for international students who may be struggling in your class(es).
- 26. Check in with your AA for anything else you might need.