Checklist
Before First Day of Class

☐ Prepare your syllabus for each class. Find syllabus resources on the Faculty Center website. If you need assistance or have questions, contact your subject specialist librarian.

☐ Upload each class syllabus to Bluebook (UT System requirement).

☐ Upload each class syllabus to Blackboard so that is available to students by the first day of class.

☐ Connect with either your subject specialist librarian or faculty liaison to discuss your own information or library research needs and to learn about library support for your teaching.

☐ Obtain your class roster(s) via ASAP:
  - Go to http://www.utsa.edu
  - Click on “myUTSA,” then click on “ASAP”
  - Log in to ASAP with your abc123
  - Click on “Faculty Services” and scroll down to “Summary Class List.” Also in Faculty Services, retrieve a Class Photo List for each class.

☐ Visit your classrooms to check the layout and technology. Make sure you’re familiar with the teaching technology available in each classroom. Contact Academic Technology (210-458-5555 or oitconnect@utsa.edu) if you need assistance. Log on to the classroom computers before class since the first time times longer than usual.