Course Sharing Best Practices

• Send a “welcome email” to students at both your primary and secondary institution
  – Include customized message for each institution
  – Instruct students of how/where to login to their course

• Work with the Office of the Registrar at your university to link the courses
  – This should be completed at least two weeks before classes start

• Make sure to add secondary instructors to Canvas
  – Test Canvas site before the first day of classes

• Work with the library and bookstore to verify that class resources are available

• If your class requires proctored exams, inform students so they are aware of the potential additional cost