



## Tasks to Complete by the First Two Weeks of Class:

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- Keep track of attendance, verifying that each student has attended once.
- Complete audit roster through your faculty center at [my.unt.edu](https://my.unt.edu) before the deadline (usually the 12th class day for long terms).
- Identify students who may be having difficulty with the course by:
  - Providing a few low-stakes grading opportunities.
  - Contacting students who are not keeping up.
  - Following up with [Early Alert System](#) (in [my.unt.edu](https://my.unt.edu) grade roster).
- Meet with students who require disability accommodations to ensure they are receiving the necessary accommodations.
- Meet with TAs to make sure they are comfortable with their responsibilities and to clarify roles.



## Tasks to Complete by the End of the Semester:

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- Administer final exam or similar assessment [during the time period assigned by the Office of the Registrar](#).
- Encourage students to complete the [end of semester teaching evaluations](#).
- Submit grades through your faculty center at [my.unt.edu](http://my.unt.edu) before the deadline (consult with your department about any internal deadlines).
- Determine method for [retaining important student records](#) (such as exams, answer sheets, papers, and calculations of student grades). Discuss with your department chair where and how records will be retained.
- Organize your own class files (lecture notes, exams, quizzes, handouts, etc.) to save time and energy in future semesters.
- Update your curriculum vita and teaching portfolio to reflect your experiences and student evaluations for the semester.