

First Day of Class Checklist

PLANNING + INSTRUCTION

Teaching Supplies

Lesson plan

Whiteboard markers and eraser

Markers and flipchart paper

Wireless remote presenter

Student Administration

Student photos from [MyHumber](#)

Class attendance list from [MyHumber](#)

Filing system for student paperwork

Student Materials (Hard copies and/or posted on Blackboard)

Course outline

Critical path

Course assignments & marking guide (rubrics)

Reading list

Textbook/e-Book – include cost and bookstore supply

Office hours and preferred contact details

Welcome announcement via learn.humber.ca

First Day Teaching Best Practices

Arrive early to set up and welcome your students

Co-create with students expectations for class space

Set positive tone and convey clear and high expectations for all students

Involve students early and establish rapport

Make connections with students and allow them to get to know each other; use icebreakers and group activities

Create a lesson plan that aligns your daily objectives with course outline

Start on time, conduct a full and engaging class, and end on time

Provide information about on-campus resources for students ([Writing Centre](#), [Peer Tutoring](#), [Counseling Services](#), [Accessibility Learning Services](#))