Spring 2016 Course Schedule for 8 Week Courses (Session 3A – Adult Flex)

Take Special Note:
- **Last Day to Register for Students:** January 25, 2016
- **Last Day to Withdraw for Students:** February 18, 2016
- **Grades are Due:** March 15, 2016

<table>
<thead>
<tr>
<th>Online Week</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tuesday – January 19, 2016</td>
<td>Sunday – January 24, 2016</td>
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<tr>
<td>3</td>
<td>Monday - February 1, 2016</td>
<td>Sunday – February 7, 2016</td>
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<tr>
<td>4</td>
<td>Monday – February 8, 2016</td>
<td>Sunday – February 14, 2016</td>
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</tbody>
</table>
| 7           | Monday – February 29, 2016  | Sunday – March 6, 2016
| 8           | Monday – March 7, 2016     | Friday – March 11, 2016

Quick Start Checklist for Instructors:

**Syllabus and Information**
- Remove your older syllabus and upload the newest one to your Blackboard course.
- Update your faculty profile in Blackboard with Roosevelt email, phone number, office hours, and professional background.

**Text Books:**
- Verify that your course has the correct edition this is available.
- Place text book orders by emailing the bookstore at: bookstore@roosevelt.edu

**Course Content and Grade Center**
- Make sure your content is organized in weekly folders and up-to-date.
- Update any date restrictions you have on any content, assignments, tests and discussion board forums. New – Use the new Date Management Tool – click here to see how it works.
- Review your Grade Center and determine if there are older assessments appearing. Remember to remove these items in the content area first, as that will automatically remove the Grade Center column for you. New – use the new Student Preview account – My Grades – to see what grade center columns your students actually see – click here to see how it works.

**Additional Resources for Instructors:**
**Need Assistance?** Please free to email: blackboardhelp@roosevelt.edu A member of the Academic Technology Solution team will contact you to assist.

**Interested in learning more?** The ATS team has a variety of Professional Development and Training opportunities. Click here for a complete list and view our interactive calendar.

**All Spring Term Important Dates** - Dates are subject to change. Click here for a complete list of all terms for Spring-2016.