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