

# Back to Class

## Start of the Semester Checklist



Conduct a course

## copy & cleanup

During cleanup, remove old content, upload new content, change dates, and update the Grade Center.



## Upload

your course syllabus to Blackboard and Montco Connect (the Portal).



Obtain your

## roster

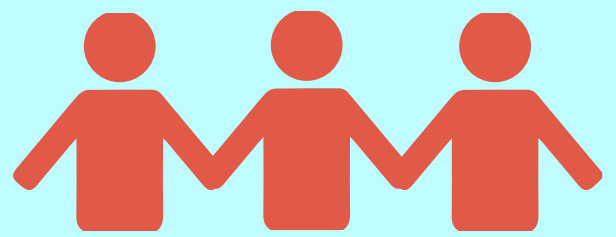
through Montco Connect in Self-Service. Click "Faculty" and then click the course you want to access.



Your course design and syllabus should follow

## accessibility

guidelines.



Get familiar with using the

## technology.

For additional

## help

visit the College knowledgebase for tutorials and directions.



**Help Desk**

**Phone:** 215-641-6495  
**Email:** helpdesk@mc3.edu

**Live Support:** support.mc3.edu  
**Knowledgebase:** kb.mc3.edu