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1. **To prepare for each session**
	1. Course Copy – For all WP Online courses the following will apply:
		1. Faculty should copy the development course to their live course shell within 2 weeks prior to the start date of the session.
		2. If you were not the initial developer, you will need to open a Bb Help Ticket to request the copy of the master shell content.
		3. How to prepare WP Online Course Shell for course copy:  [https://wpunj.yuja.com/V/Video?v=4019575&node=13588092&a=1611725746&autoplay=1](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwpunj.yuja.com%2FV%2FVideo%3Fv%3D4019575%26node%3D13588092%26a%3D1611725746%26autoplay%3D1&data=05%7C01%7CPUCHALSKIS1%40wpunj.edu%7Cf8e1db82f8904ffae37308da8b790eb6%7C74540637643546cc87a46d38efb78538%7C0%7C0%7C637975649298174526%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=2eG%2B4H4dq%2BdokdRDkVDraP2MpI6Wf2AJsYZJcM4qQFU%3D&reserved=0)

Course Copy: <https://www.wpunj.edu/bb/faculty/copy-course-content.pdf> Course Copy: [https://www.youtube.com/watch?v=gV5Qz5BIsso](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3DgV5Qz5BIsso&data=05%7C01%7CPUCHALSKIS1%40wpunj.edu%7Cf8e1db82f8904ffae37308da8b790eb6%7C74540637643546cc87a46d38efb78538%7C0%7C0%7C637975649298174526%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=an%2BerDyMJBQlzSqF5QWkT%2Fajlk3CcbZigaFRT%2BsJjt4%3D&reserved=0)

* 1. Please send your students a welcome email and syllabus one-two weeks prior to session start date.
	2. Be aware of registration deadline (generally a Friday 10 days before session begins).
	3. Tuition Payment deadline is the Wednesday before session begins (students who have not paid by the end of that date will be de-registered the following day)
		1. Recheck class list after tuition deadline as students may be dropped.
		2. If students do not register by the registration deadline or are dropped for non-payment of tuition, they will need to wait until the next session to resume courses.
	4. Open course: click the lock at the top right of the course home page and the course will be available. *Note: for UG courses, all session shells must be made available to students by no later than the Wednesday before the session begins.*
	5. Attendance – on WP Connect under “Faculty and Academic Admin”
	6. Verification of enrollment. An email will be sent by Registrar as a reminder with the date (by Sunday night of first week of session), please complete as this must be done for financial aid purposes.
1. **Updates for each session:** In live course shell for session:
	* 1. Revise the course prior to the start of each session to include updated syllabus, update of assignment/discussion dates, etc. Please keep in mind, all courses have gone through Quality Review and have assignments tied to assessment and evaluation.
		2. Revise course syllabus (one per course with all faculty/sections listed)
			1. Include in your welcome announcement and syllabus - Start date, drop dates – 100%, 50%, 0% refund, and end date.
			2. Examples:
				1. Classes start xx/xx
				2. Xx/xx– Last day to drop at 100% refund
				3. Xx/xx - Last day to drop at 50% refund
				4. Xx/xx – Last day to Withdraw at 0% refund
				5. Xx/xx – Last day of classes
				6. Xx/xx – Grades due
			3. Link to WP Online calendar: [WP Online Calendar (wpunj.edu)](https://www.wpunj.edu/registrar/calendars/wp-online-calendar)
		3. Send email to the bookstore with updated/required textbook information.
2. After the session:
	1. Final Grades
		1. Final grades are submitted online via WPConnect. The final grade link can be found on the **Faculty & Advisors Tab** under the Faculty & Academic Admin heading.
		2. Once you have submitted your grades, please go back into the completed roster for a final review. Any missing or incorrect information will prevent the roster from being saved.
	2. Reminder to Close Course
		1. Close course access to students 2 weeks after the session end date to ensure future students don’t have access to course material, assignments, discussion, etc. To close the course, click on the lock at the top right of the course home page and the course will be locked. *Be prepared to grant students access if they contact you later with legitimate reason to request this.*
3. **Blackboard Ultra** - <https://bb.wpunj.edu/ultra/institution-page>
	1. Review the link provided for Blackboard institute, self-training, and individual consultation.