



Tasks to Complete in Preparation for Teaching Large Classes:

- Determine the most efficient way to take attendance, e.g. with a checklist or sign-in sheet or via clickers.
- Develop plan for students to turn in work electronically to minimize loss of papers and facilitate return of work.
- Consider a seating chart to facilitate group work. You could use a folder for each row of students to facilitate taking up assignments and/or to distribute graded assignments. Using a cover page or placing the grade on the last page can maintain grade confidentiality.
- Plan for ways to reduce the opportunity to cheat on exams by:
 - Using multiple forms of an exam, alternating forms by seat;
 - Having students (or a random selection of students) show ID at the beginning or end of exam; and/or
 - Forbidding hats with brims, headphones/earbuds, trips to the bathroom, and all cell phones (if they ring, they ring – don't touch them to turn them off).
- Plan for grading. Use the grade book feature in the learning management system so students can keep track of their own grades and identify grade entry errors sooner.
- Set up a discussion board for frequently asked questions and/or announcement features in the learning management system to address common student questions and therefore reduce repetition.
- Critically evaluate how you will divide TA work and provide each TA with clearly defined roles.