

## ONE-TIME SETUP

### CREATE COURSE CONTENT

- [Upload syllabus](#)
- [Set up course structure \(folders\)](#)
- [Upload course content into folders](#)
- [Link to ARES course reserves](#)
- [Make course available to students](#)

### CREATE ASSESSMENT TASKS

- [Written assignments via TurnItIn](#)
- [Other submitted assignments](#)
- [Discussion board](#)

## THROUGHOUT THE COURSE

### COMMUNICATE WITH STUDENTS

- [Create announcements](#)
- [Send class-wide email](#)

### GRADE ASSESSMENT TASKS

- [View student submissions](#)
- [Enter student grades](#)

## ONE-TIME SETUP

### ACTIVATE YOUR ACCOUNT

- [Download & install "Zoom Client for Meetings"](#)
- [Log in via Zoom app](#)

### PREPARE YOUR LIVE SESSIONS

- [Configure & create meeting room](#)

## DURING EACH LIVE SESSION

### HOST YOUR LIVE SESSION

- [Start meeting via Zoom app](#)
- [Test audio setup](#)
- [Test video setup](#)
- [Share your screen with students](#)
- [Manage your meeting participants](#)
- [Record your live session to the Cloud](#)

### SHARING YOUR LIVE SESSION RECORDING

- [Retrieve recording link](#)
- [Share recording link with students](#)