Here is a sample of the kinds of things you might consider including in your "To-do list" at the beginning of a new course.

**Pre-Opening Checklist**

Make copies:

\_\_Student's Friend Part 1

\_\_Student's Friend Part 2

\_\_Class Information package

\_\_Parent Letter WHG2

\_\_Parent Letter WHG2

\_\_Hall Pass request forms

\_\_Pretest Part 1

\_\_Pretest Part 2

\_\_WHG1 research paper package

\_\_WHG2 multi-media presentation package

\_\_Book check-out sheet

\_\_Map handouts

Other:

\_\_Get projector from Media Center

\_\_Set-up attendance and gradebook on computer

\_\_Print seating charts

\_\_Schedule history department meeting

\_\_Prepare Substitute Teacher emergency lesson plans

\_\_Update Unit Plans

\_\_Develop course schedule with unit completion dates

\_\_Prepare weekly lesson plans

\_\_Prepare Day 1 lesson plans and notes