

INSTRUCTORS: Please Complete The Checklist

Return it in your white evaluation envelope at the end of class

EACH CLASS MEETING:

- Arrive at least 15 minutes early – notify your Program Manager if you need the doors unlocked any earlier.
- Take Attendance
- Remind students to silence their cell phones
- Power Down the Projector at the end of each class

LAST CLASS MEETING:

- Do Evaluations – Ask students to fill in the front and back
- If your class offers CPDU credit, ask if any students are taking this for CPDU credit (Continuing Education Credits for school teachers). If yes, they need to fill out an additional attendance sheet and evaluation included in your packet.
- Hand out any additional flyers that may be in your packet promoting our upcoming classes.
- Promote any of your upcoming classes or any of your other favorite Community Education classes!
- Put this checklist, evaluations and attendance sheets in the attached white envelope and bring the it to our office in WDC 2400 OR put this postage paid envelope in any mail box.

FOR STUDENTS NOT ON THE ROSTER (also notify your Program Manager the next day)

NAME	ADDRESS	HOME PHONE	WORK PHONE	BIRTHDAY (MM/DD/YY) <small>Yes we need the year!</small>

LOGGING IN

USERNAME: **conteduser** (Continuing Education User)

PASSWORD: **Summer2017** (Capital "S")

NETWORK: HCCNET

IMPORTANT NUMBERS

IT	Computer or Room Equipment Problems	268-8350
Security	Safety or doors needing to be unlocked	268-8300
Continuing Ed Office	Urgent questions or to report anything that needs attention (staffed until 6:00 pm)	268-8160
Copier Code	42042	