

Class Launch Checklist

Coordinate the people, materials and communications needed to start a cohort.

Organization / program: _____ Cohort / date: _____

Prepared by: _____ Reviewed by: _____

Two to four weeks before launch

- ☐ Confirm the instructor, backup coverage and class capacity.
- ☐ Reserve rooms, equipment, lab space or online meeting access.
- ☐ Review the syllabus, materials, assessments and completion criteria.
- ☐ Test the registration journey and confirm the support contact.

One week before launch

- ☐ Review the roster, prerequisites and unresolved enrollment items.
- ☐ Confirm materials, equipment and accessibility arrangements.
- ☐ Send a welcome message with dates, location and preparation steps.
- ☐ Test student access and the instructor view with a test account.

Launch day and first-week review

- ☐ Check attendance and contact absent learners using your policy.
- ☐ Explain the schedule, support process and completion expectations.
- ☐ Log access problems or missing materials and assign follow-up.
- ☐ Review registration handoffs and capture changes for the next cohort.

Open item / owner / due date:

Adapt this checklist to your program requirements and school policies.