

ADJUNCT ALLY

Emergency Course Launch Workbook

From contract to classroom, without losing your weekend.

COURSE

INSTRUCTOR

CLASSES START

This workbook pairs with the Emergency Course Launch Utility at adjunctally.com/emergency.
Work through it in order. You do not need to finish it in one sitting.

BEFORE YOU START

How this workbook works

Six short sections. Work top to bottom. Nothing here is graded — it exists to tell you what to do next.

You inherited a course, or you're building one on short notice, and the calendar isn't waiting. This workbook won't rebuild your semester tonight — it will tell you what actually needs your attention before students arrive, and what can wait.

- 1. Course Intake** — The basics — what you're teaching, when, and how.
- 2. Access Checklist** — What you can and can't get into yet.
- 3. Readiness Dashboard** — Sort ten areas of the course into Fix Before Launch, Schedule Next, or Leave Alone.
- 4. Readiness Score** — One honest number. Not a grade.
- 5. Action Plan** — Do Now, Do Next, Not Tonight — in the order you'll actually do them.
- 6. Week One Notes** — A place to park loose ends so they stop taking up headspace.

"I've been here before. Let's figure out what actually needs your attention first."

SECTION 1**Course intake**

Short, factual answers. If you don't know something yet, write "unknown" and move on.

Course name

Course start date

Course format

☐ In person

☐ Online

☐ Hybrid

Learning management system

☐ Canvas

☐ Blackboard

☐ Brightspace

☐ Moodle

☐ Other

☐ Unsure

Background

☐ Have you taught this course before? — yes / no

☐ Did you inherit an existing course? — yes / no / partially

SECTION 2

Access checklist

For each item, mark whether you currently have access. Anything marked “No” that blocks preparing the course or reaching students is urgent — flag it for your Readiness Dashboard.

LMS / course shell	☐ Yes ☐ No ☐ Unsure
Current syllabus	☐ Yes ☐ No ☐ Unsure
Student roster	☐ Yes ☐ No ☐ Unsure
Institutional email	☐ Yes ☐ No ☐ Unsure
Required textbook	☐ Yes ☐ No ☐ Unsure
Instructor textbook resources	☐ Yes ☐ No ☐ Unsure
Gradebook	☐ Yes ☐ No ☐ Unsure
Assignments	☐ Yes ☐ No ☐ Unsure
Discussions	☐ Yes ☐ No ☐ Unsure
Quizzes / exams	☐ Yes ☐ No ☐ Unsure
Previous lecture materials	☐ Yes ☐ No ☐ Unsure
Department contact	☐ Yes ☐ No ☐ Unsure
LMS support contact	☐ Yes ☐ No ☐ Unsure

SECTION 3

Readiness dashboard

Sort each area. Green doesn't mean perfect — it means good enough to proceed safely for now.

Course access	☐ FIX BEFORE LAUNCH	☐ SCHEDULE NEXT	☐ <i>LEAVE ALONE</i>
Note:			
Syllabus	☐ FIX BEFORE LAUNCH	☐ SCHEDULE NEXT	☐ <i>LEAVE ALONE</i>
Note:			
Textbook	☐ FIX BEFORE LAUNCH	☐ SCHEDULE NEXT	☐ <i>LEAVE ALONE</i>
Note:			
Week One	☐ FIX BEFORE LAUNCH	☐ SCHEDULE NEXT	☐ <i>LEAVE ALONE</i>
Note:			
Assignments	☐ FIX BEFORE LAUNCH	☐ SCHEDULE NEXT	☐ <i>LEAVE ALONE</i>
Note:			
Assessments / quizzes	☐ FIX BEFORE LAUNCH	☐ SCHEDULE NEXT	☐ <i>LEAVE ALONE</i>
Note:			
Gradebook	☐ FIX BEFORE LAUNCH	☐ SCHEDULE NEXT	☐ <i>LEAVE ALONE</i>
Note:			
LMS	☐ FIX BEFORE LAUNCH	☐ SCHEDULE NEXT	☐ <i>LEAVE ALONE</i>
Note:			
Student communication	☐ FIX BEFORE LAUNCH	☐ SCHEDULE NEXT	☐ <i>LEAVE ALONE</i>
Note:			
Instructor preparation	☐ FIX BEFORE LAUNCH	☐ SCHEDULE NEXT	☐ <i>LEAVE ALONE</i>
Note:			

SECTION 4**Readiness score**

Count your green (Leave Alone) categories out of ten. That's your rough readiness score.

COURSE READINESS**%****Don't chase 100%.**

Your immediate goal is a clear, accessible, fair Week One — not a finished semester. This number is a prioritization aid, not a judgment of your teaching. A low score means there's real work ahead, not that you're failing.

SECTION 5**Action plan**

Pull your Fix Before Launch items into Do Now. Schedule Next items go in Do Next. Everything else waits.

DO NOW

Must happen before students arrive.

1. min
2. min
3. min
4. min
5. min

DO NEXT

Important, but not before Week One.

1. min
2. min
3. min
4. min

NOT TONIGHT

Real work — for a week when you're not on fire.

1. min
2. min
3. min

Week One notes

Adjunct Ally · adjunctally.com — built by people who have taught the Tuesday-night class they found out about on a Friday.