

Task	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>DAILY REQUIREMENTS</b>						
E-mail Checked <span style="float: right;"><i>must be checked every 24-48 hours</i></span> <b>SP</b>						
Messages Checked + Responded <b>SP</b>						
Forums Read + Responded <b>POSE QUESTIONS IN THE FORUMS &amp; SHARE EXPERTISE</b>						
<ul style="list-style-type: none"> <li>• <i>SP/CP Instigate higher/complex thinking that applies to students' real lives, jobs, etc.</i></li> <li>• <i>SP/CP Connect conversations between posts/guide productive, relevant dialogue on-task</i></li> <li>• <i>SP Establish a supportive community environment</i></li> </ul>						
<b>MINIMUM ATTENDANCE IN THE CLASSROOM</b>						
<b>MINIMUM GRADING TIME</b>						
<b>GRADING TASKS</b>						
Forums Graded/Announcement Posted/Gradebook Checked "0" <b>TP</b>						
Written Assignments Edited, Graded						
<ul style="list-style-type: none"> <li>• <i>Use "track changes" for written assignments</i></li> <li>• <i>Return uploads in PDF format / Return in a TIMELY manner</i></li> </ul>						
Weekly Quiz set up & check/"0" marked in gradebook for previous wk.						
<b>HOUSEKEEPING: ANNOUNCEMENTS, NOTES, &amp; WRAP-UP POSTS</b>						
Week 1 Private Messages & Video Screencast Tips to guide students <b>TP</b>						
Before-Week Announcements <span style="float: right;"><i>minimum 1 mass-contact per week</i></span> <b>TP</b>						
<ul style="list-style-type: none"> <li>• <i>Clearly communicate important course topics &amp; relationships between posts/assignments/quizzes and the course objectives</i></li> <li>• <i>Give CLEAR INSTRUCTIONS for how to participate &amp; due dates/time frames</i></li> <li>• <i>Include SCREENCAST to create perception of you as "real"</i></li> </ul>						
Mid-week Announcement (as needed)						
Wrap-Up Announcement/Fri. Note & announcement of grades published						
Forum Wrap-Ups Posted <b>TP/CP</b>						
Non-participants/Previous week's forums contacted <b>TP</b>	Contact non-participants Report to <i>Advising</i> or student services departments					
Non-participants/Previous week's QUIZ <b>TP</b>						
Non-participants/Previous week's ESSAY <b>TP</b>						
<b>OTHER PROFESSIONAL ACTIVITIES</b>						
Research/Scholarship time						