

## How to set up your work week to have weekends off

- ✓ **Students will feel more at ease if you keep a schedule, then they know what to expect**
- ✓ **Find your own style and use emoticons!**
- ✓ **Save announcements from one class to the next, you can set them up to display for a week and then**

Week	Day	Activity
1	M	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Announcement:</b> Welcome Announcement, send this announcement to everyone who is enrolled in the course via the email function</li> <li><input type="checkbox"/> <b>FORUMS:</b></li> <li><input type="checkbox"/> Post Your Introduction</li> <li><input type="checkbox"/> Respond to the introductions of students</li> <li><input type="checkbox"/> Read all forums and respond</li> <li><input type="checkbox"/> <b>Offline:</b></li> <li><input type="checkbox"/> Keep paper and pencil notes about student information—where they work, etc. Whatever you might like to include in postings when responding to them</li> <li><input type="checkbox"/> <b>Private emails</b></li> <li><input type="checkbox"/> Send a private email to each student as they post their introductions</li> </ul>
1	Tue	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Forums:</b></li> <li><input type="checkbox"/> Respond to introductions in public forum</li> <li><input type="checkbox"/> Check forums of Technical Angst (TA), questions about the course</li> <li><input type="checkbox"/> <b>Offline</b></li> <li><input type="checkbox"/> Maintain class log of information</li> </ul>
1	Wed	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Forums:</b></li> <li><input type="checkbox"/> Respond to introductions in public forum</li> <li><input type="checkbox"/> Check forums of Technical Angst (TA), questions about the course</li> <li><input type="checkbox"/> <b>Offline:</b></li> <li><input type="checkbox"/> Maintain class log of information</li> </ul>
1	Thus	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Forums</b></li> <li><input type="checkbox"/> Respond to introductions in public forum</li> <li><input type="checkbox"/> Check forums of Technical Angst (TA), questions about the course</li> <li><input type="checkbox"/> <b>Offline:</b></li> <li><input type="checkbox"/> Maintain class log of information</li> </ul>
1	Fri	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Announcement:</b></li> <li><input type="checkbox"/> Announcement about next week's activities, also send this announcement in an email to student's private email:               <ul style="list-style-type: none"> <li>○ List where next week's activities will be conducted</li> <li>○ What's due now</li> <li>○ Bridging comments about what was done this week and what needs to be done next week</li> <li>○ Review what papers and activities should have been done</li> </ul> </li> <li><input type="checkbox"/> <b>Forums:</b></li> <li><input type="checkbox"/> Read and respond to all forums</li> <li><input type="checkbox"/> <b>Other Online Work:</b></li> <li><input type="checkbox"/> Check the course statistics stats—find out who's on and who is not. Use this to find out who has not been in class and then call or email them. Look to see who the high and low "accessers" to the class. Intervene if you think there is something that needs to be addressed. For example, someone who has accessed the course many times and not posted much may not understand where to</li> </ul>

		post work
2	M	<input type="checkbox"/> <b>Announcement:</b> <input type="checkbox"/> Remind everyone where the course activities are this week <input type="checkbox"/> <b>Forums:</b> <input type="checkbox"/> Post introduction for week 2 in the forums for that week <input type="checkbox"/> Post the learning activities in the forums <input type="checkbox"/> Use the “collect” feature and respond to students by collecting responses, pointing out the similarities and differences, or whatever you usually point out. <input type="checkbox"/> <b>Other online activity:</b> <input type="checkbox"/> Post grades for previous week <input type="checkbox"/> Archive the discussions for week one <input type="checkbox"/> Check course statistics for the week <input type="checkbox"/> Create forum for week 2
2	Tue	<input type="checkbox"/> <b>Forums:</b> <input type="checkbox"/> Check forums of Technical Angst (TA), questions about the course
2	Wed	<input type="checkbox"/> <b>Forums</b> <input type="checkbox"/> Respond to week 2 postings in forum <input type="checkbox"/> Check forums of Technical Angst (TA), questions about the course
2	Thu	<input type="checkbox"/> <b>Forums:</b> <input type="checkbox"/> Check forums of Technical Angst (TA), questions about the course
2	Fri	<input type="checkbox"/> <b>Announcement:</b> <input type="checkbox"/> Announcement about next week’s activities, also send this announcement in an email to student’s private email: <ul style="list-style-type: none"> <li>○ List where next week’s activities will be conducted</li> <li>○ What’s due now</li> <li>○ Bridging comments about what was done this week and what needs to be done next week</li> <li>○ Review what papers and activities should have been done</li> </ul> <input type="checkbox"/> <b>Forums:</b> <input type="checkbox"/> Read and respond to all forums <input type="checkbox"/> <b>Other Online Work:</b> <input type="checkbox"/> Check the course statistics stats—find out who’s on and who is not. <input type="checkbox"/> Create forum for week 3