

Week of:

## Instructor Checklist

Daily	Description	Mon	Tues	Wed	Thurs	Fri	Sat
Special Projects	Project #1:						
	Project #2						
Email	School:						
	School:						
	School:						
	School:						
Course Q & A Forum	School:						
	School:						
	School:						
	School:						
Discussion Participation	School:						
	School:						
	School:						
	School:						
Weekly	Description	Mon	Tues	Wed	Thurs	Fri	Sat
Grading	School:						
	School:						
	School:						
	School:						
Faculty Connections	School:						
	School:						
	School:						
	School:						
TBD	Description	Mon	Tues	Wed	Thurs	Fri	Sat
Faculty Development	School:						
	School:						
	School:						
	School:						
Course Set-up	School:						
	School:						
	School:						
	School:						
Course Set-up	School:						
	School:						
	School:						
	School:						

Week of:

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