# Course Code and title

# Week \_\_\_: coursework Checklist

# Start Date – end date

## **Administrative Tasks:**

[ ]  In this section you can remind students of any announcements, emails, or non-content related tasks they should complete

## **Course Content TASKS**

**Asynchronous Coursework**

[ ]  List asynchronous activities, such as podcasts, recorded lectures, readings, and discussion posts.

[ ]  It is helpful to list activities in the order that you think students would benefit from completing them.

**Synchronous Coursework:**

[ ] List dates and times of synchronous requirements such as Zoom lectures, seminars, labs or optional Q&A sessions.

## **THIS week's due dates:**

[ ] List the due date and time of all assignments, quizzes, and tests due in that week.

## **Next week's due dates:**

[ ] List the due date and time of all assignments, quizzes, and tests due the next week.

## **If you want to work ahead:**

[ ] List long-term assignments or major exams.

[ ] It can be especially helpful if you break down major assessments and suggest what tasks students may want to work on (such as reviewing particular modules for an upcoming test, or finding sources, analyzing data, outlining, drafting, or revising work for a written assignment).

## **If you need support:**

List contact information and office hours for TAs and instructors. You can also include information about Academic Skills or departmental help centres if applicable.

**Adapted with permission from Susan Yates.**