

## WEEKLY RHYTHM: HOW TO PLAN AND PREPARE FOR EACH WEEK

	Wednesday	Thursday-Friday	Saturday	Sunday-Monday	Tuesday
<b>What's Happening?</b>	Weekly module opens on Wednesday at 12am.	Previous module closes on Thursday @ 11:59pm	The Point: participation only discussion due by 11:59pm Saturday. The Cipher: discussants post due by 11:59pm Saturday.	Comments to classmates for The Point or The Cipher due by 11:59pm Monday.	Slacktivity, Reflection, any additional extra credit due by 11:59pm.
<b>Student Task(s)</b>	Review the weekly module announcement, module overview and materials.	Submit any late assignments from the previous module for partial credit by 11:59pm.	Submit discussion board assignment.	Participate in the discussion board: The Point or The Cipher. Attend or watch Live Lecture.	Submit any of The Extras for more points. Submit screenshot of lecture (if watching recording).
<b>Student Process(es)</b>	Download and start the weekly reading taking notes on main ideas. Review discussion board question for The Point.	Mark as reviewed module content to reveal <u>The Extras</u> for more points. Prepare your discussion board answer for The Point or The Cipher (if a discussant).	Review and respond to The Point discussion. Review <u>The Extras</u> : Slacktivity, and/or Reflection, and/or Extra Credit	Reply to classmates for points (5pts each). The Point: up to 5 classmates. The Cipher: up to 2 classmates. (participation pts)	Complete the Slacktivity, Reflection, or Extra credit assignments offered.
<b>Instructor Task(s)</b>	Send an announcement for the weekly module and discuss results of post module survey.	Send reminder to complete The Point discussion and mark module content reviewed. Grade and provide feedback on submitted assignments.		Begin reading to discussion board posts and Slacktivity to clarify, correct. Record Live Lecture on Monday.	Send email announcement about module closing. Grade and provide feedback on submitted assignments.

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday – Sunday</b>
<b>Student Task(s)</b>	Respond to the module introduction survey by 5 p.m. EST.	Read instructor's response to the survey results.	Take the online quiz on the required readings.		Do the weekly summary discussion activity. Submit your reflection journal.
<b>Student Process(es)</b>	Watch the microlecture and take notes. Start on the required readings.	Do some preliminary thinking/note-taking for the discussion forum. Complete the required readings.	Write an initial discussion forum post responding to this week's discussion board prompts on the required readings and microlecture.	Read and reply to your peers' posts as well as the responses to your original post in the discussion forum.	Read your instructor's response to, or summary of, the weekly discussions.
<b>Instructor Task(s)</b>	In the morning, send an email or announcement introducing the week's module.	In the morning, post a summary of the survey results.		Read the discussion board posts and clarify, correct, or ask questions, as appropriate.	Send an email or announcement closing out the module and signaling what is ahead. Provide feedback and grade assignments.

## Reference

Boettcher, J. V., & Conrad, R.-M. (2016). *The online teaching survival guide: Simple and practical pedagogical tips* (2<sup>nd</sup> ed.). Jossey-Bass.

