1 Course Prep - CS 367

○ Teaching Assistants

Status	Description	Who	Deadline
☐	Email Introduction to UTAs (After Confirmation)		8/25/2024
☐	Email Introduction to GTAs		8/23/2024
☐	Enroll All TAs in Canvas (All Sections)		
☐	Enroll All TAs in Piazza		
☐	Schedule First TA Meeting (Combined)		
☐	Establish Weekly Prof/GTA Meeting Times		
☐	Establish GTA Office Hours		
☐	Establish Recitation/Piazza Staffing (GTAs and UTAs)		
☐	Email Policies to all TAs		

○ Canvas Creation

Status	Description	Who	Deadline
☐	Request Courses		
☐	Request Combine Sections (Same Professor)		
☐	Request Blueprint and Associate with Combined Courses		
☐	Add Initial Columns and Section Information		
☐	Set up Weighted Categories		
☐	BP: First Sync - Clear Default Entries, Add Course Overview		
☐	Release Courses to Professors		

○ Canvas Common Resources

Status	Description	Who	Deadline
☐	Add Link to Piazza		
☐	Add Syllabus and Schedule Links		
☐	Add Sample Exam Question Section		
☐	Add Topic Video Section and Information		
☐	Add C, Vim, Gdb Review Resource Section		
☐	Add Projects Section and Project 0		
☐	Add Quizzes Section and Quiz Information		
☐	Add Recitations Section and Recitation Information		
☐	Add Learning Services and SSAC Information Links		
☐	Add Robot Night, Club, and MIX Links		

○ Setup Piazza

Status	Description	Who	Deadline
☐	Create Piazza Section		
☐	Lock Self-Signup and Add Password		
☐	Lock Polling and Anonymous Posting		
☐	Add Instructors		
☐	Add Schedule and Syllabus Links		
☐	Add Initial Posts on Policies and Office Hours		
☐	Update Syllabus with Piazza and Canvas with Access Code		

○ Gradescope

Status	Description	Who	Deadline
☐	Create Entry for Combined Sections		
☐	Import Roster from Canvas		
☐	Setup Default Settings		

○ Contact Students

Status	Description	Who	Deadline
☐	Email: Initial Introduction		
☐	Project 0: Introduction and Video 1		
☐	Project 0: Video 2 and 3		
☐	Project 0: Video 4		
☐	Email: Canvas Information and Initial Week		

2 Evaluation Item Creation - CS 367

○ Projects

Status	Description	Who	Deadline
☐	Clone Project Framework and Create Semester Widget		
☐	Create Solution and Unit Test Cases		
☐	Verify Solution - valgrind and unit tests		
☐	Create and Post Documentation		
☐	Build Handout and Verify		
☐	Create Project Assignment in Canvas		
☐	Create/Modify Rubric and Set for Public View		
☐	Create FAQ and Clarification Posts on Piazza		
☐	Email: Course Announcement with Piazza Notes		
☐	Release Project		
☐	Autograder Updates		
☐	Email Reminders on Deadline		
☐	Random Sample Metrics and Validation		
☐	Email: Grading Summary and Contest Policies		
☐	Release Project on Canvas		

○ Quizzes

Status	Description	Who	Deadline
☐	Adjust Questions to Match Recitation Topics		
☐	Optional: Add note on Calculator Needed		
☐	Email: Course Announcement on Quiz Release Window		
☐	Release Quiz		

○ Exams

Status	Description	Who	Deadline
☐	Email (-2Wks): Announcement, Policies, and Accommodations		
☐	Write Exam - Multiple Versions		
☐	Verify Exam Timing and Accuracy of All Versions		
☐	Email (-1Wk): Announcement, Policy, and Accommodations		
☐	Set up Gradescope Template for all Versions		
☐	Update Gradescope Course Roster		
☐	Get Final Count from Patriotweb		
☐	Send to Printers		
☐	Send to DS		
☐	Stamp and Merge Versions		
☐	Scan and Email All Exams (Including DS)		
☐	Gradescope Grading		
☐	Set up Regrading Request Window and Verify Point Policies		
☐	Post Grading: Record and Post Solution Video		
☐	Email: Grading Summary		
☐	Publish on Gradescope		

3 Weekly Tasks - CS 367

○ Pre-Week Tasks

Status	Description	Who	Deadline
☐	Add Blocked time for Committee or Faculty Meetings		
☐	Charge Clicker Batteries		
☐	Check Weekly Timeline and Calendars		
☐	Update Planned Schedule		
☐	Clear/Load Teaching Drive		
☐	Add new Modules for the coming Topic		
☐	Add new Recitation to Canvas (push) and Piazza		
☐	Add new Quiz to Canvas (push)		
☐	Add new Videos (push)		

○ Weekly Meeting Tasks

Status	Description	Who	Deadline
☐	Feedback from GTAs on Recitation		
☐	Recitation Topics for Friday		
☐	Email: Laptop Reminder as Needed		
☐	Project Topics/Grading/FAQ/Feedback		

○ Daily Tasks

Status	Description	Who	Deadline
☐	Check Appointments		
☐	Clear All Email from Students		
☐	Spot-Check Piazza		

○ Pre-Lecture Tasks

Status	Description	Who	Deadline
☐	Verify Slides and Livecode		
☐	Refill Water Bottle and Pack Clicker + Drive		

○ Post-Lecture Tasks

Status	Description	Who	Deadline
☐	Post any Livecode to Canvas		
☐	Fix Slide Issues		
☐	Email/Canvas: Class Question Answers		
☐	Optional: Add to Project Kanban Tracker		

○ Post-Week Tasks

Status	Description	Who	Deadline
☐	Backup Drive/Material Changes		
☐	Verify Quiz Grading		
☐	Check-in on Piazza		
☐	Post Sample Exam Updates (push)		
☐	Post Recitaiton Solutions (push)		
☐	Update Lecture Coverage		

4 Weekly Tasks - CS 571

○ Pre-Week Tasks

Status	Description	Who	Deadline
☐	Add Blocked time for Committee or Faculty Meetings		
☐	Charge Clicker Batteries		
☐	Check Weekly Timeline and Calendars		
☐	Update Planned Schedule		
☐	Clear/Load Teaching Drive		
☐	Add new Modules for the coming Topic		
☐	Add new Videos		
☐	Add new Homework to Gradescope		

○ Weekly Meeting Tasks

Status	Description	Who	Deadline
☐	Feedback from GTA on OH and PAs		
☐	Homework Solutions for Week		
☐	PA Topics/Grading/FAQ/Feedback		

○ Daily Tasks

Status	Description	Who	Deadline
☐	Check Appointments		
☐	Clear All Email from Students		
☐	Spot-Check Piazza		

○ Pre-Lecture Tasks

Status	Description	Who	Deadline
☐	Verify Slides and Livecode		
☐	Refill Water Bottle and Pack Clicker + Drive		

○ Post-Lecture Tasks

Status	Description	Who	Deadline
☐	Post any Livecode to Canvas		
☐	Fix Slide Issues		
☐	Email/Canvas: Class Question Answers		
☐	Optional: Add to Project Kanban Tracker		

○ Post-Week Tasks

Status	Description	Who	Deadline
☐	Backup Drive/Material Changes		
☐	Verify Homework Grading		
☐	Check-in on Piazza		
☐	Update Lecture Coverage		

5 TA Meeting - CS 367

○ TA Meeting Tasks - All

Status	Description	Who	Deadline
☐	Introductions		
☐	Syllabus Overview		
☐	Timeline and Schedule Overview		
☐	Canvas Overview: Mention 3 Sections		
☐	Canvas: Topic Videos for Supplemental		
☐	Canvas: Sample Exam Questions		
☐	Canvas: C and Tool Resources		
☐	Quizzes: Online, Weekly (T-Th), Two Dropped Quizzes		
☐	Project: 3 Tokens: Personal +24 extensions		
☐	Project: Two-Days Late Only		
☐	Project: P1 is This Week: NEED FEEDBACK		
☐	Recitations: Work Assigned Shift		
☐	Recitations: Participation Only, 15 mins late or leave early = 0		
☐	Recitations: Hand-In at End of Recitation: 1, 2, 3 Grading Only		
☐	Piazza: Work Assigned Shift		
☐	Piazza: Policies		
☐	Piazza: TA Private Preview for Recitations		
☐	Piazza: TA Private Preview for Projects (FEEDBACK!)		
☐	Piazza: See Policy Post, point Students to It		
☐	Piazza: Any Qs you can't answer? "I'll get back to you" make Private Post		

○ GTA Grading Related

Status	Description	Who	Deadline
☐	Canvas: Need to Access All Three Sections for Grading		
☐	Canvas: Grading Item Overview (0, 1, Exempt)		
☐	Recitation: Make sure ALL put names AND LECTURE SECTION on Worksheet		
☐	Recitation: 1, 0, Exempted in Canvas		
☐	Recitation: Instructor = Project Grader		
☐	Recitation: Assignments		
☐	Office Hours: Assignments (2 hours -or- 1 hour + mentor)		
☐	Projects: We'll discuss grading next meeting		

○ GTA Weekly Meeting: Mondays 12-1pm in Buch D217A

Status	Description	Who	Deadline
☐	Recitation: Feedback from Last Friday		
☐	Recitation: Overview for Coming Week		
☐	Project: Overview/Grading Notes		