**Instructor Preparation Weekly Checklist: Week \_\_\_\_\_**

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| --- | --- | --- | --- |
| **Content Prep** | Notes to Self |  |  |
| **Articulate**  Design Outcomes |  |  | ❏ |
| **Create**  Day 1 Content  WeekxContent (Classroom) |  |  | ❏ |
| **Create**  Day 2 Content  WeekxContent (Classroom) | Depends on Lab needs |  | ❏ |
| **Update**  ENGR102 Plan (main page) |  |  | ❏ |
| **Update**  WeekxChecklist (Documents/WeeklyChecklist) |  |  | ❏ |
| **Update**  Digital Resources (main page) |  |  | ❏ |
|  |  |  |  |
| **CAD/Fusion** |  |  |  |
| **Do** proposed activities |  |  | ❏ |
| **Articulate**  CAD/Fusion Outcomes |  |  | ❏ |
| **Create**  CADActivityx – notes (Fusion360 folder) |  |  | ❏ |
| **Create**  Weekly Skills Assessment (Fusion360 folder) |  |  | ❏ |
| **Update**  CADPlan(Fusion360 folder) |  |  | ❏ |
| **Up date**  FusionWeekx (Fusion360 folder) |  |  | ❏ |
| **Update**  ENGR102 Plan (main page) |  |  | ❏ |
| **Update**  WeekxChecklist (Documents/WeeklyChecklist) |  |  | ❏ |
|  |  |  |  |
| **3D Print/Lab** |  |  |  |
| **Articulate**  Fabrication/3D Outcomes |  |  | ❏ |
| **Fabricate**  objects – explore/decide |  |  | ❏ |
| **Document**  stl/slicer/gcode/cad (3DPrinters/stlFiles) |  |  | ❏ |
| **Create**  Day 2 content to support |  |  | ❏ |
| **Create**  Lab Guide (3DPrinters/LabGuides) |  |  | ❏ |
| **Create**  Lab Worksheets (3DPrinters/LabGuides) |  |  | ❏ |
| **Update**  3DPlan (Fusion360 folder) |  |  | ❏ |
| **Update**  FusionWeekx (Fusion360 folder) |  |  | ❏ |
| **Update**  ENGR102 Plan (main page) |  |  | ❏ |
| **Update**  WeekxChecklist (Documents/WeeklyChecklist) |  |  | ❏ |
| **Weekly Prep** |  |  |  |
| **Check**  Printers |  |  | ❏ |
| **Copy**  **Worksheets** |  |  | ❏ |
| **Copy/Prep**  Assessment Materials |  |  | ❏ |
| **Verify**  Github is updated |  |  | ❏ |