







## Suggested Weekly Schedule & Target Due Dates

The schedule outlined below suggests how to break up your work during the week and submit your work on the Target Due Dates. Take this as a suggestion, not as a required schedule. Everyone works differently, and we all have other obligations. Adjust the schedule to make it work for you.

Day of the Week	To Do	Due Dates & Grace Period
<b>Monday</b> 	<ul style="list-style-type: none"> <li>Check the Week's Preview Announcement in Canvas for the specific activities for the week.</li> <li>Schedule time to complete the activities for the week as well as any work remaining from the previous week.</li> <li>Check in with your group in Canvas Discussions and schedule any group work, discussions, or meetings.</li> </ul>	Checkpoint Deadlines end on Mondays at 11:59 PM. Check assignments for more details.
<b>Tuesday</b> 	<ul style="list-style-type: none"> <li>Read or view the texts and videos, looking for details that will help you complete the activities for the week.</li> <li>Complete one of the Try-It Activities for the week, after reading or watching the related information.</li> </ul>	
<b>Wednesday</b> 	<ul style="list-style-type: none"> <li>Continue work on the week's activities.</li> <li>Check in with your group on Canvas Discussions for any updates or messages from your group.</li> </ul>	3-Day Grace Period ends at 11:59 PM on Wednesdays for activities from the previous week (including Try-Its and Check-In Surveys).
<b>Thursday</b> 	<ul style="list-style-type: none"> <li>Continue work on any other readings and activities for the week, including group work.</li> <li>Complete the second Try-It Activity for the week, after reading or watching the related information.</li> </ul>	
<b>Friday</b> 	<ul style="list-style-type: none"> <li>Complete any remaining individual and group work for the week.</li> <li>Check in with your group on Canvas Discussions to ensure you're up-to-date and ready for next week.</li> </ul>	Target Due Date for the week's work end on Fridays.
<b>Weekend</b> 	<ul style="list-style-type: none"> <li>Take a break. No one should work all the time!</li> <li>If you do want to work, that's okay too. You can work ahead or catch up.</li> <li>Remember that I take the weekends off, so you'll receive replies to any emails on Monday.</li> </ul>	