

April

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29 Week 1 Email welcome letter - F,C	30 Synchronous Class @ 10	31 Upload Post Class Takeaways Video+Transcript - F,C	1	2	3	4
5 Week 2 Email reminders + announcements - F,C	6 Synchronous Class @ 10	7 Upload Post Class Takeaways Video+Transcript - F,C	8 <i>Send check-in message to absent/missing work students - I,T</i>	9	10	11
12 Week 3 Email reminders + announcements - F,C	13 Synchronous Class @ 10	14 Upload Post Class Takeaways Video+Transcript - F,C	15	16 <i>Send happy weekend kind notes to 5 students - I, T</i>	17	18 <b>Open Weekend Chats Discussion Forum - I, C</b>
19 Week 4 Email reminders + announcements - F,C	20 Synchronous Class @ 10	21 Upload Post Class Takeaways Video+Transcript - F,C	22 <i>Send check-in message to absent/missing work students - I,T</i>	23	24	25
26 Week 5 Email reminders + announcements - F,C	27 Synchronous Class @ 10	28 Upload Post Class Takeaways Video+Transcript - F,C	29	30 <i>Send happy weekend kind notes to 5 students - I, T</i>		

May

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3 Week 6 Email reminders + announcements - F,C	4 Class @ 10	5 Upload Post Class Takeaways Video+Transcript - F,C	6 <i>Send check-in message to absent/missing work students - I,T</i>	7	8	9 Open Weekend Chats Discussion Forum - I, C
10 Week 7 Email reminders + announcements - F,C	11 Class @ 10	12 Upload Post Class Takeaways Video+Transcript - F,C	13	14 <i>Send happy weekend kind notes to 5 students - I, T</i>	15	16
17 Week 8 Email reminders + announcements - F,C	18 Class @ 10 Project Proposal Due	19 Upload Post Class Takeaways Video+Transcript - F,C <i>Email students whose proposals need more work- F,T</i>	20 <i>Send check-in message to absent/missing work students - I,T</i>	21	22	23
24 Week 9 Email reminders + announcements - F,C	25 No Class, Workshop Time Project Draft Due	26 <i>Email students whose drafts need more work- F,T</i>	27	28 <i>Send happy weekend kind notes to 5 students - I, T</i>	29	30 Open Weekend Chats Discussion Forum - I, C
31 Week 10 Memorial Day Email reminders + announcements - F,C						

June

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1 <b>No Class, Project Check-Ins</b>	2 Email End of Course Wrap Up Message - F,C	3	4	5	6
7 Week 11	8 Project Due	9	10	11 <i>Send happy weekend kind notes to 5 students - I, T</i>	12	13
14	15 <i>Email individualized project feedback - F,T</i>	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				