Faculty "To Do" List

Weekly Tasks

- ☐ Monitor Bay Path email and Canvas messaging and respond to students within **24 hours**
- ☐ KP Courses Only: Monitor the KnowledgePath analytics dashboard to provide targeted intervention, encourage students, address queried questions, and respond to messages sent using the KP messaging center.
- ☐ Consult with Academic Integrity if there are concerns regarding plagiarism

Before Student Access

- ☐ Post "Welcome" announcement
- ☐ Review course content and reach out to Program Director immediately if there are any changes that need to be made
- ☐ Subscribe to weekly discussion board threads
- ☐ Update Canvas notification settings

1 Week Before Class Starts

- ☐ Post a minimum of 1 announcement
- ☐ Monitor the weekly discussion board
- ☐ Welcome students as they post in the discussion board

Week 1 of Class

- ☐ Post a minimum of 1 announcement
- ☐ Continue to welcome students as they post in the discussion board
- ☐ Participate in the discussion board activity

Weeks 2-6

- ☐ Post a minimum of 1 announcement per week
- ☐ Participate in the discussion board activity
- ☐ Submit weekly grades with feedback no later than Wednesday at 11:59 PM EST
- ☐ Utilize the Early Alert Tool to notify the advising team of students who may need additional support

After Your Class Has Ended

- ☐ Submit final grades to the Registrar's Office no later than **12:00 PM EST** on the **Thursday** following the last day of class
- ☐ Complete the Program Level Assessment if one is required for your course
- ☐ Review student feedback in your course evaluation
- ☐ Complete the Course Feedback Form found at the top of your Canvas course