# Suggested Activities

## Prior to the Start of Class

<table>
<thead>
<tr>
<th>~4 weeks prior</th>
<th>3-4 weeks prior</th>
<th>2-3 weeks</th>
<th>1 week prior</th>
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</thead>
</table>
| Log in to Blackboard
Learn.kent.edu | Review course materials | Email Materials List | Welcome Students |
| Ensure that course is in Bb
Learn and that students are registered. | Review syllabus and schedule. Make sure dates are updated. | Send an email about materials students need to purchase. | Email a copy of the syllabus and schedule. Remind them where to log in to the course. |
Suggested Activities/Communication
During a course

Discussions
Early and Often
- Introductions/dialog
  - Create meaningful exchanges between students with comments from you.

Announcements
Periodically
- Announcement tool
  - Post important reminders about assignments.

Feedback
With Each Assignment
- Feedback
  - Give constructive commentary on assignments and activities.

Live Chat
As Needed
- Live Chat
  - Conduct office hours or group work with the chat tool.