

PRE-WEEK 1 (<MONDAY)

Instructor must produce and send a Welcome Letter WITH the Check-In Assignment details to students via GCC Email and Canvas Inbox - Also, post in Canvas for late adds.



WEEK 1

MONDAY

Students log into Canvas and begin participating in the Check-In Assignment that was detailed in the Welcome Letter.

WEDNESDAY

Instructor takes digital roll-call and DROPS students that have not logged into Canvas (“No Shows”) by 11:59pm to make room for late adds.

SUNDAY

Deadline to complete Check-In Assignment (11:59pm).



WEEK 2

MONDAY

Instructor takes final digital roll-call and DROPS non-participatory students by 11:59pm to make room for late adds. NOTE: Non-participatory late add students should be dropped by Census.