Welcome to Week 3!

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⬜ Course Setup & Communication

- Blackboard course shell is fully open and organized
- Course syllabus is posted and accessible
- Weekly announcements are posted (recap + upcoming items)
- All students, including late joiners, have been welcomed and provided instructions

⬜ Teaching & Classroom Management

- Any missed or cancelled classes have been communicated
- Delivery mode changes (if any) have been shared with our team
- Sick time has been submitted for any missed classes
- Issues with classrooms, labs, or equipment have been reported to eclass-nh.
- Required course materials and software are confirmed to be functioning for students (e.g. cloud accounts)

⬜ Assessment & Feedback

- Initial feedback is being returned in a timely manner in accordance with Seneca's Student Assessment Policy
- Assessment weights match the outline and add to 100% in Blackboard

⬜ Student Support & Early Alerts

- Late-joining or struggling students have been provided supports:
  - Learning Centre
  - Accessible Learning Services
  - Student Advising
- Any concerns requiring escalation have been shared with our academic team

⬚ Course Progress

- Syllabus is posted in Blackboard ([Learn@Seneca](#))

- Course pacing aligns with the week-by-week plan

- Adjustments made as needed to support student progression