# Week-by-week template

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| Week | What to do: special actions | What to do: every week |
| -2 | * Set course on ‘active’ in Brightspace ([link](https://www.tudelft.nl/teaching-support/educational-tools/brightspace/course-settings/manage-the-availability-of-your-course-and-content)) * Post welcome announcement (including needed study materials) ([link](https://www.tudelft.nl/teaching-support/educational-tools/brightspace/get-started/communicate-in-brightspace/#1529936658481-610ffe98-fd0a)) * Final check Brightspace (use Brightspace Matrix) ([link](https://brightspace-matrix.tudelft.nl/)) * Last preparations (teaching sessions, assignments, exams, etc). |  |
| 1 | * Explain course setup in teaching session | * Answer questions on discussion board/email * Prepare teaching sessions * Post updates using announcements |
| 2 | * Check if students created groups (if applicable) |
| 3 |
| 4 | * Intermediate test (if applicable) * Start-stop-continue survey (if applicable) * Organize peer feedback (if applicable) |
| 5 |
| 6 | * Make students aware of grading schemes/rubrics (if applicable) * Assessment preparations (if applicable) |
| 7 |
| 8 |
| 9 | * Question hour (if applicable) |
| 10 | * Assessment |  |