|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date due | Task | Yes | No  | Notes |
| September 5th | Verify Quality Draft is posted on MB and Turnitin  |  |  | Coordinator is collecting EEs and will get to you by end of day in your mailbox; I will place level 3 interventions, call home, note on MB, and notify Fitzsimonds of temporary non-full diploma status. Follow up calls will be supervisor if new due date is not met.  |
| By September 13th  | Calendar invites to EE students for Quality Draft conference #5 |  |  | Assign the date and time to student |
| September 25th – October 6th  | Quality Draft Conference #5 |  |  | If missed, place at level 1 intervention and make note on MB please.  |
| Day of conference #5 | Interview notes on MB from QD conference #5 |  |  | Post as “interview notes” on MB; student will not be able to read these notes |
| By October 29th  | Notify Yeokum of your due date if different from November 30th |  |  | Email me your due date and be sure to communicate it to your students via MB |
| By November 30th  | Final Draft EE collected and verify posted on MB and Turnitin.  |  |  | If not, you place automatic level 2 intervention; call home; notify Fitzsimonds as student is temporarily not a full diploma candidate |
| By December 21st  | Verify your IBIS login and password work |  |  | Address any issues with IBIS  |
| December 6th – December 21st  | Calendar invites to EE students for Viva Voce |  |  | Assign the date and time to student |
| January 3rd – January 26th  | Conduct Viva Voce and student to post 3rd and final reflection based on Viva Voce at end of meeting; verify student posted.  |  |  | Student MUST type final reflection at the end of the meeting. You will need to verify it is posted on MB. This is the last part of their assessment for criterion E.  |
| By January 31st | Post predicted scores on MB via the “assessment” tab; Post your Viva Voce comments after student has posted his or hers on MB.  |  |  | **All work will be done on MB**; Coordinator will not receive rubrics, final copy, or any other communication; Keep and final any of student hardcopies for your own files; retain until following school year |
| TBD | Post and authenticate students EE to e-coursework TBD |  |  | Will try to do this at a staff meeting |