

Weekly Assignment Checklist

- ☐ **Put the Portfolio Cover Sheet in the front of your portfolio. You will find a link to it in Week 1.1 What You Should Know and also in Week 4.9 Assignment**

Week 1

- ☐ Read all content pages for Week 1
- ☐ Choose the notebook entries you will use as a model and select the one you will use to generate your piece
- ☐ Create your prewriting plan that you will model for your students. Make a copy of the notebook entry that generated the topic and a copy of your prewriting plan for your portfolio
- ☐ Post to discussion topic 1.1
- ☐ Reply posting 1.1
- ☐ Post to discussion topic 1.2
- ☐ Reply posting 1.2

Week 2

- ☐ Read all content pages for Week 2
- ☐ Create your draft that you will use to model with your students once this course is completed. Make a copy for your portfolio.
- ☐ Post to discussion topic 2.1
- ☐ Reply posting 2.1

Week 3

- ☐ Read all content pages for Week 3
- ☐ Revise your draft for “juicy” words with an emphasis on strong verbs. Make a copy for your portfolio.
- ☐ Post to discussion topic 3.1
- ☐ Reply posting 3.1

Week 4

- ☐ Read all content pages for Week 4
- ☐ Edit your draft for spelling errors. The revision and editing should take place on the same draft.
- ☐ Publish your piece of writing
- ☐ Post to discussion topic 4.1
- ☐ Reply posting 4.1

After completing the coursework

After walking your students through the writing select one or more student samples to place in your portfolio along with your samples that will include a copy of the student's/students' notebook page and circled entry that generated the topic, prewriting plan, draft with revision and editing on it, and the published piece.

Send your portfolio to your course facilitator by the deadline.

Complete the evaluation on ERO.