

## Scheduling Regular Reminders

Sending reminder announcements throughout the week can help keep students on track and communicate your support and encouragement (Boettcher & Conrad, 2016). By writing your announcements at the beginning of the week you can save time. In fact, some learning management system (LMS) platforms allow you to write announcements in advance and schedule them to be sent on specific days and times.

Below are some suggestions for regular reminders.

When	What	Example
At the beginning of the week (Sunday or Monday)	<p>Provide a quick overview of the new module, or recap the topic you are covering in an existing module or unit.</p> <p>Remind students of important assignments or due dates for the week.</p>	<p><i>Happy Monday, everyone! We have an exciting week ahead as we begin the module on sustainability issues in urban environments! I think you'll enjoy the introduction video, because it shows you firsthand some of the sustainability issues many communities are facing.</i></p> <p><i>To build a foundation for our case study work later in the week, you'll need to read three articles, which I've posted in this module's reading and resources folder along with a study guide to help you focus on the key concepts.</i></p> <p><i>We'll spend the rest of the week in discussion groups working through some challenging case studies. After your group discussion, you'll write and submit your own analysis and proposed sustainability plan, due by Sunday night at midnight.</i></p>
Throughout the week	<p>Send a reminder the day before the due dates for initial posts in discussion forums and for assignment submissions.</p>	<p><i>A friendly reminder—don't forget to post your responses to the discussion questions by tomorrow at 5:00 p.m. I look forward to hearing what you have to say!</i></p>
At the end of the week (Thursday or Friday)	<p>Send a reminder to submit any missed assignments, to point out due dates for ongoing assignments (e.g., projects and papers), and to emphasize any work that needs to be completed over the weekend.</p>	<p><i>We're about to wrap up this module, but before we move on, I want to make sure that you're all caught up with your coursework. I will check the gradebook and send reminders to those of you who are missing any assignments. I encourage you to beat me to it by going through your gradebook and finishing up anything that is incomplete. I will deduct half the normal late points if you submit the assignment before I check!</i></p> <p><i>I also want to remind you that your phase two project assignment is due at the end of next week. This means you'll need to have your first draft posted to your peer review group no later than Wednesday. I know there is a good deal of work due next week, so I strongly encourage you to find time to get started on it over the weekend. I'll be available over the weekend to answer emails and on Monday afternoon for open office hours to discuss any questions that you have about the project assignment. Thanks for another great week!</i></p>