Each Monday and Wednesday to prepare for lecture:

1. Create ROTD and POTD then post in Dreamweaver
2. On the Canvas Calendar, connect to the ROTD and POTD links for the upcoming lecture event post
3. Create and post Quiz for the upcoming lecture
4. Prepare iPad with appropriate handouts/graphics for the upcoming lecture
5. Prepare Spartan and Pymol files for lecture

Each Tuesday and Thursday after lecture

1. Clean up Lecture Notes after each lecture, email them to myself and place in the “Lecture Note Scans” folder of the class website
2. Link the Lecture Notes to that day’s ROTD then post in Dreamweaver
3. Link the Lecture Note in the Canvas Calender lecture event post

Each Tuesday Before Lecture

1. Prepare Current Week Homework Aktive Learning and Gradescope Homeworks
2. Link Ciurrent Gradescope Homework to Homework Assignments page
3. Upload Last Week’s Homework Answers and link to Homework Assignments page
4. Upload Missed the Wave Notes from previous Monday
5. Upload Problem Solving Session Problems for this week
6. Upload Problem Solving Session Answers from previous week
7. Prepare and upload class handouts for the week
8. Link this week’s class handouts to Mechanism Sheet main page
9. Link this week’s class handouts to ROTD and Canvas calendar