

Response Sheet for Common Email Responses Promising Practices in Online Teaching and Learning

I received your assignment and will look it over as soon as possible. Thanks for sending it to me early. This will give me some extra time to spend on it.

I received your assignment and plan to grade these later in the week.

Thanks so much for letting me know what is happening in your life. Get to assignment_ as soon as you are able. I have more than enough to grade at the moment. As long as you communicate with me, we can usually work through most issues rather easily.

Remember that assignment_ is due on _____.

Remember there is a standard subject line for email in this course. Please resubmit with the course ID_assignment_last name in the subject line.

Remember there is a standard format for file names (Lastname_assignment) in this course. Please resubmit the assignment with the revised file name.

This is a good question for the Questions for the Group forum in the discussion area. Post it there and see what assist you can get from your classmates. If I don't see some responses quickly, I will answer it for the entire group. I am sure others have the same question.

I haven't seen any evidence of your participation in the discussion board in a while. Remember that the forums are worth 20% of your grade for the course. Let me know if you are having difficulties.