



**Term 1 2018**  
**August 13 - October 14**

**2018**

**January**

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

**February**

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	1	2	3
4	5	6	7	8	9	10

**March**

S	M	T	W	T	F	S
25	26	27	28	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

**April**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

**May**

S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

**June**

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

**July**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

**August**

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

**September**

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

**October**

S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

**November**

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

**December**

S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

**New: Faculty Resources, Faculty Online Forms**  
[Center for Excellence in eTeaching web page](#)

**Echo SignChange of Grade Forms**  
[Change of Grade Form Email Addressee](#)

Key Dates	
Courses Created in Canvas	06/30/18
Syllabus Posted in Canvas	07/16/18
Course Syllabus Reviews	07/17/18 - 07/19/18
Course Completely Developed	07/30/18
Course term reviews	01/31/18 - 08/3/18
Publish Course in Canvas	08/09/18 (5 pm CST)
Proctor Exam Forms Due	08/17/18
Enter Attendance	08/26/18
Incomplete Grades from previous term turn to "FI"	09/30/18
Grades Due by noon Expiration Date	10/16/18 12/16/18

<b>Contacts</b>	
<b>Academics</b>	<a href="#">Kim Barron</a>
<b>Scheduling</b>	<a href="#">College Deans and Chairs</a>
<b>Assistant Director of Testing and Proctoring</b>	<a href="#">Shannon Carolpio</a>
<b>Textbooks</b>	<a href="#">Dana Bush</a>
<b>TROY ONLINE Testing Manager/Compass Placement</b>	<a href="#">Arminda McKee</a>
<b>Faculty Contracts</b>	<a href="#">Departmental Secretaries List</a>
<b>Departmental Secretaries</b>	
<b>Instructional Design &amp; Quality Assurance</b>	<a href="#">Dr. Deb Fortune</a>
<b>Instructional Designers</b>	<a href="#">ID and Faculty Support</a>
<b>Educational Technology</b>	<a href="#">Kim Shaver</a>
<b>Canvas Tech Help</b>	<a href="#">Tech Support</a>