Startup file for profs log

PROF's LOG: How to know when your professor will be back in the class, what she did, any grades she has entered, any grades she will be entering

I do this log every time I am in Blackboard. The latest date is always at the top and I always say when I will be "BACK IN:" I send a copy of it as an announcement the **1st** time I do it so you can know it is part of the information I provide to you. From time to time, I will send a copy of an announcement to your email. For example, I will send an announcement about a change of schedule. (FYI: no schedule will ever be moved up.) I start a new log on the Sunday beginning a week.  The prior logs are at the bottom of Announcements in case you need to catch up on what was done in the class.

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11/26 9-11:10 AM

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11/25 9-11:17 AM  Did emails. Wrote an announcement about Respondus Monitoring being needed for the Final.

BACK IN: once and very very  early

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11/24  8-9:15 AM 230-5 PM. Checked for emails. Reopened the 3-Part Writing Assignments; sent emails to people who had been in the discussion and to some who needed to be. **Entered:**all incentives for Learning Quizzes for Unit 2.   
BACK IN: Very briefly tomorrow in the early AM