

FCP Student Daily Checklist

- **Read** your Launchpad (Netvibes, iGoogle, Pageflakes) to find out what is new in your project.
- **Check** the your ning inbox, comments, and any special announcements.
- **Check** the Workflow on the wiki to make sure you are on schedule.
- **Check** Diigo to find pertinent information about your topic.
- **Write** down three things you will finish today (example: I will add one section to my topic wiki with a related image).

Your three things often will be

1) research (start at the Diigo group) 2) write (on your topic wiki) 3) reflect (on the discussion tab of your topic wikipage)

- **Comment** on the Discussion tab of your topic wikipage stating what you accomplished that day after you have done it.

Your daily class:

5 min -> Launchpad

5 min -> Ning

2 min -> Workflow

10 min -> Diigo

30 min -> Three Daily Objectives

8 min -> Discussion tab

(Based on a 60 minute class)