



COLLEGE POLICY GUIDELINES/PROCEDURES

POLICY NUMBER: **3109B**

DATE: August 3, 2021

POLICY TYPE: Academic & Instruction

POLICY TITLE: Timely Student Response and Course Progress Policy

GUIDELINES/PROCEDURES:

If assessments are sequential and build on each other, feedback should be given or grades posted before the next assessment in order that students understand how to improve performance or meet course expectations in pursuit of course success. Due to the variety of course structures and delivery modes, weekend responses are at faculty discretion. However, if assessment due dates fall on a Saturday or Sunday, prompt weekend responses are strongly encouraged. It is recommended that faculty utilize “out of office” email notifications during shutdown, summer or when not teaching so students know what to expect in terms of a response and who they may contact in lieu of faculty.

It is *recommended* that faculty download their full grade center from any Madison College approved engagement platforms to ensure continued access to the information beyond the end of the course (i.e. third party publisher sites).

Outside of communication during the “active” weeks of a course, some faculty consider communicating with registered students through pre-course emails or other communication methods to help prepare students for success in the upcoming course. For example, pre-course communications might address the following questions:

What atmosphere and expectations do I want to set for the course and communicate to students?

What do I expect learners to do when they receive an email?

How can the learners prepare for the course? What do students need to know about your course? |

BLACKBOARD TRAINING, SUPPORT, AND MATERIALS

[General Blackboard Help and Support](#)

[Blackboard Video Tutorials for Instructors](#)

[Blackboard Help for Instructors - by topic](#)



OTHER RESOURCES:

[Welcome Letter/Announcement Page](#)

[Assessment Early and Often Page Blackboard Page](#) *

[Policy Center](#)

Find professional development opportunities via [Madison College Learn](#)