**Weekly Check-in Participation Check List**

In face-to-face classrooms, we can see who is there and who is not there. We can see who is participating and who is not participating in group work. We can see who is doing well and who needs help. However, it’s not so easy in the online classroom, so this check-in check list will help me in knowing how you are doing.

Please fill in the check list and add comments, which will help me help you be successful. Return this document as an attachment to your weekly journal post. Remember your weekly **Check-in Check Lists** count towards your **5% participation mark**.

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| --- | --- | --- |
| **Online Participation**  | **Yes or No** | **Comment** |
| I checked into my course shell at least three times this week. |  |  |
| I asked my instructor for help when I was confused with any of the tasks assigned. |  |  |
| I am up-to-date with my weekly course task list |  |  |
| I completed and submitted any individual assignments due this week. |  |  |
| I contacted my team members at least three times this week. |  |  |
| I contributed to my team’s project this week.(if you are working on a project) |  |  |
| I am satisfied with my online participation this week.  |  |  |
| Other comments about what may have affected your participation this week you would like me to know. |