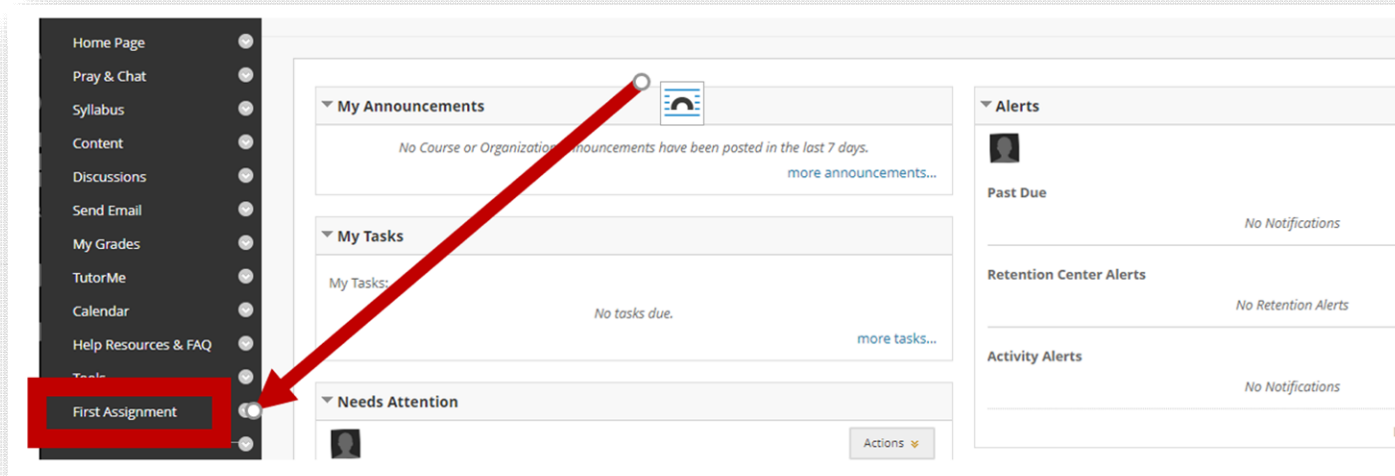
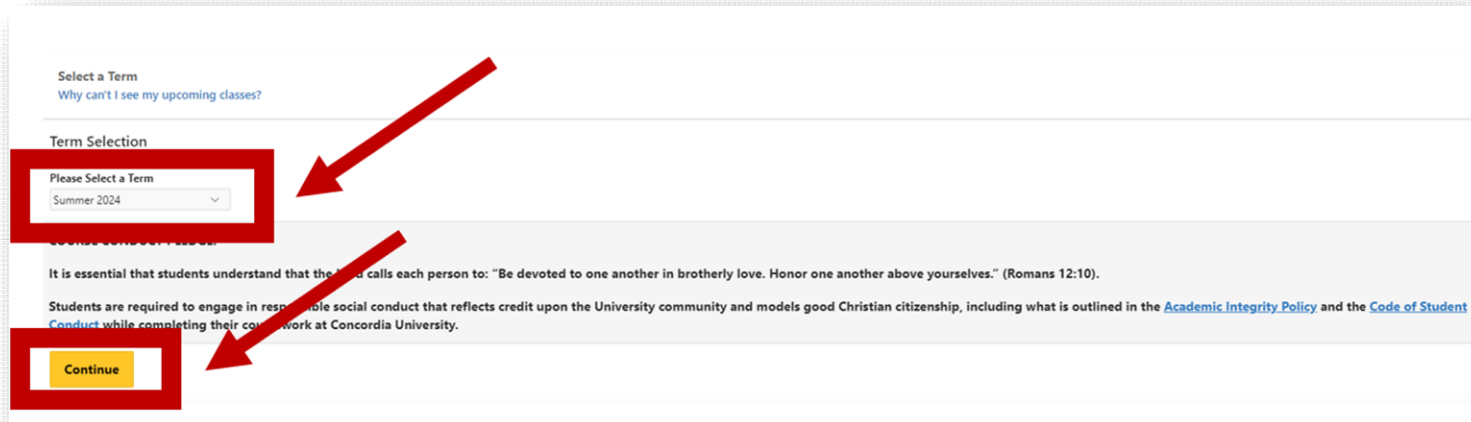


## Fall 2024 First Assignment: Faculty

- 1) Login to Blackboard. For difficulties logging on to Blackboard, please reach out to the IT Help Desk at 262-243-HELP (4357).
- 2) Locate and select the First Assignment tab housed in the left navigation bar of your Blackboard course shell.



- 3) Once in the First Assignment App, select the term you'd like to review and press 'Continue.'



- 4) The CRNs you are teaching are available for you to select. Please note that the enrollment versus pledge count details are available to you. If you have incomplete pledges, please reach out to your student(s).

CRN	Course	Campus	Enrollment	Student Pledge Count	Incomplete Pledge Count	Schedule Type	Instructional Method	Primary Instructor
40249	EDG 9020 Innovative & Entrprnrl Ldrshp	Online Mequon Doctoral	14	13	1	Lecture	Blended Online	Y

- 5) Once in your CRN you can review the students who have and who have not completed their first assignment. All but one student has completed their First Assignment in the below example. **Note:** The Pledge Date reflects 'PLEDGE NEEDED.'
- Students who do not complete their first assignment by the 1<sup>st</sup> Wednesday of an 8-week or less course or the second Wednesday of a course running more than 8-weeks will receive a general reminder email from the Registrar. The reminder will include first assignment purpose, deadlines, and consequences for those who do not complete it. Advising, the International Office and all faculty will also receive this reminder. A full communication plan is included on the next page.
  - Faculty should also reach to students who have not completed the first assignment to remind them to do so.
  - Students must complete the first assignment by:
    - 8-Weeks or Less: First Friday by noon Central Time
    - More than 8-Weeks: Second Friday by noon Central Time
  - Students will be dropped for non-attendance by:**
    - 8-Weeks or Less: Second Monday
    - More than 8-Weeks: Third Monday

**Note:** A dropped a course may result in Financial Aid changes, billing changes, housing eligibility, immigration status and athletic eligibility.

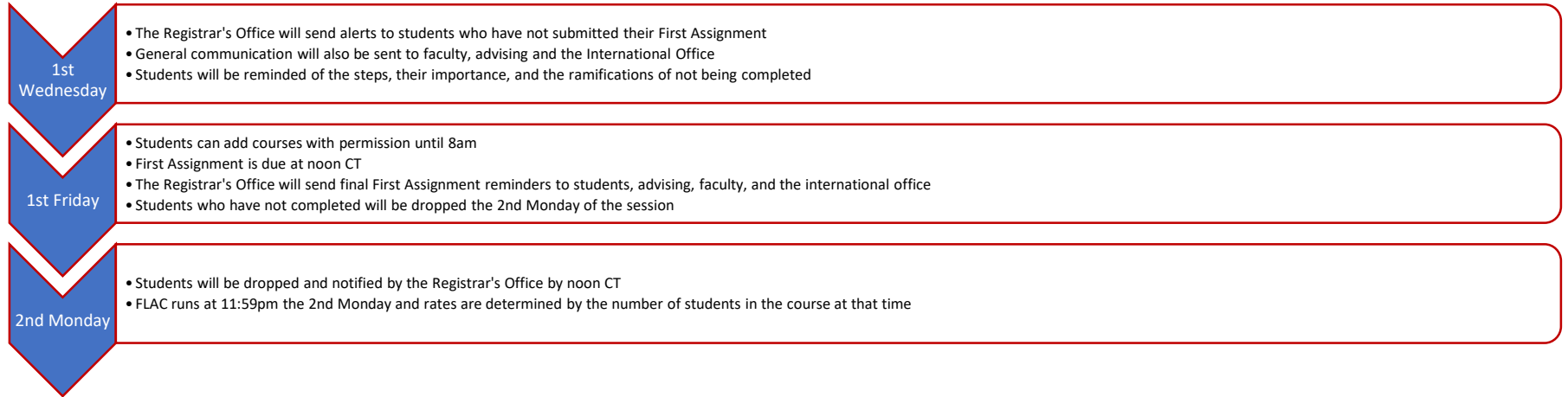
Pledge Report for **EDG 9020 (40249) Innovative & Entrprnrl Ldrshp (Summer 2024)**

If column "Pledge Date" says "PLEDGE NEEDED" then the student has not submitted their pledge for this course.

ID	Student	Email Address	Pledge Date
F00588480	Althoff, Tabitha	tabitha.althoff@cuw.edu	PLEDGE NEEDED
F00129356	Amling, Pamela	pamela.amling@cuw.edu	07/11/2024
F00589586	Borckardt, Michelle	michelle.borckardt@cuw.edu	07/08/2024
F00295694	Charles, Cassandra	cassandra.charles@cuw.edu	07/08/2024
F00524297	Doyle, Sue	sue.doyle@cuw.edu	07/11/2024
F00591369	Garza, Jantz	jantz-garza@cuw.edu	07/08/2024
F00587034	Gurk, Shawn	shawn.gurk@cuw.edu	07/07/2024
F00595338	Jackson, Melanie	melanie.jackson@cuw.edu	07/11/2024
F00592758	Lee, Karina	karina.lee@cuw.edu	07/06/2024
F00576994	Miller, Jennifer	jennifer.miller7@cuw.edu	07/11/2024
F00596059	Pajhuab, Elysium	elysium.pajhuab@cuw.edu	07/08/2024
F00282271	Shafaie, Kelly	kelly.shafaie@cuw.edu	07/11/2024
F00575944	Tamayo, Janessa	janessa.tamayo@cuw.edu	07/11/2024
F00585721	Wynveen, Michelle	michelle.wynveen@cuw.edu	07/08/2024

# First Assignment Communication Plan

## 8 Weeks or Less



## More Than 8 Weeks

