



## Make Your Own Pacing Guide

*Use this option to design your own pacing guide to fit your calendar and learning plan  
Create your own schedule and share this with your course facilitator and your guide, EF, Coach or  
advisor so we can best support your learning plan.*

| Date (fill in ) | Coursework  | Things to To  |
|-----------------|-------------|---|
|                 | Orientation | -Learn to check your email<br>-Email your facilitator to say hi<br>-Get familiar with your agenda and gradebook<br>-New iLEAD Online learners: Finish orientation before beginning week 1<br>-Returning learners may skip Orientation |
|                 | Week 1      | -Check for a weekly email from your facilitator   |
|                 | Week 2      | -Check your inbox and gradebook for grades, feedback and messages   |
|                 | Week 3      | -Check your inbox and gradebook for grades, feedback and messages   |
|                 | Week 4      | -Check your inbox and gradebook for grades, feedback and messages   |
|                 | Week 5      | -Check your inbox and gradebook for grades, feedback and messages   |
|                 | Week 6      | <b>-Email your facilitator if you are struggling, behind, or need help</b>  |
|                 | Week 7      | -Check your inbox and gradebook for grades, feedback and messages   |
|                 | Week 8      | -Check your inbox and gradebook for grades, feedback and messages   |
|                 | Week 9      | -Check your inbox and gradebook for grades, feedback and messages   |
|                 | Week 10     | -Check your inbox and gradebook for grades, feedback and messages   |
|                 | Week 11     | -Check your inbox and gradebook for grades, feedback and messages   |
|                 | Week 12     | -If you are not on track to finish on time, please schedule a meeting with your facilitator   |
|                 | Week 13     | -Check your inbox and gradebook for grades, feedback and messages   |
|                 | Week 14     | -Check your inbox and gradebook for grades, feedback and messages   |
|                 | Week 15     | -Check your inbox and gradebook for grades, feedback and messages   |
|                 | Week 16     | End of Semester- all final coursework and projects due  |
|                 | POL         | <b>Presentations of Learning</b>  |