



# WRITING PARTNERS TIMELINE



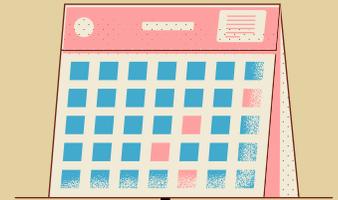
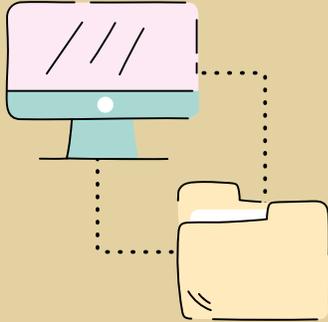
## SAC STATE FACULTY

## K-12 TEACHERS

### PRE-SEMESTER

**Create and review schedules.**

- Assign students
- Discuss method of exchanges
- Confirm calendar
- Zoom save the date



### WEEK 1

**Instruction begins.**

- Provide context of WP & instructions
- Create student folders on Google Docs

### WEEKS 3-4

**Letter exchange begins.**

- Assign first letter content
- Collect letters into file folder
- Read/vet letters
- Inform teacher to check folder on Google Drive.



### WEEKS 4-10

**Review & send response.**

- Download college students' letters
- Distribute letters (email, Google Classroom)
- Determine date to respond letters
- Collect letters
- Read/vet letters
- Send to faculty
- Upload to individual folders



### WEEKS 4-10

**Review & send response.**

- Download elementary students' letters
- Distribute letters (email, Canvas)
- Students respond to letters
- Upload letters at due date
- Read/vet letters before informing teacher



### WEEKS 10-15

**Verify/Confirm Schedule for Zoom call(s) or Final Letter.**

Plan with Francine





# WRITING PARTNERS EXCHANGE PROCESS



## COMPILE

### Save student letters.

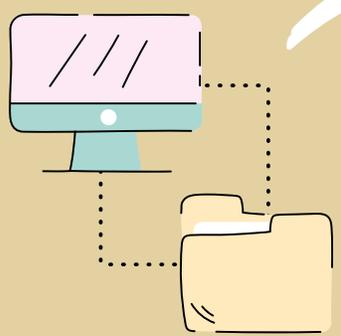
- Collect letters from students
- Read/Vet letters
- Compile letters into one folder
- Go to Google Drive Link



## SAVE

### CEC will help facilitate file exchange.

- Go to Google Drive
- Course Folder
- Save file to Course Folder
- Verify letter naming convention



## SHARE W/ STUDENTS

### Go to Course folder & share letter with students.

- Go to Google Drive Link
- Download student letters
- Read/Vet letters
- Share letters to students

If you have any questions, please contact the Community Engagement Center at [cec@csus.edu](mailto:cec@csus.edu)