

UofM First-Year Writing Program

CAPster



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Happenings & Accomplishments

*Keep up to date with the going-ons of the English department by visiting the [News and Events](#) page!

English Graduate Organization (EGO - previously UMEGO)

[The English Graduate Organization](#) is excited to announce nominations for all executive board positions will be open later in September. YOU 🙌 should nominate yourself if you would like to help organize and coordinate future EGO events (including the Spring 2027 Grad Student Conference). An email from me (Korbyn Peebles, President of EGO) with more details about the 26-27 EGO Board Nominations will be coming soon in September!

Additionally, please consider adding (or updating) your own profile to the [English Grad Student Directory](#). You can find the form to complete this [HERE](#) or online.

Book Launch Party

Emily Skaja & Marcus Wicker are celebrating the release of their novels *Blake Lake* (Skaja) and *Hello, Mothership* (Wicker) on Tuesday, September 8th from 6:00-8:00pm at Novel bookstore. All TAs are welcome! Don't forget to [RSVP](#)!

Honors Colloquium

The English Honors Colloquium is a series that invites faculty, staff, graduate students, undergraduate majors and minors, and anyone interested in English Studies to gather in fellowship to hear about and discuss the cutting-edge work being done by our faculty. On **Monday, September 14th, Dr. Darryl Domingo** will discuss "McLuhan's 'Age of Advertising' in the Eighteenth Century" in **PT 456**. The talk begins at **4:00pm**.

Faculty vs. Grad Students Softball Game

Come join in on some friendly competition and make connections with faculty and other grad students on **Friday, September 18th**. The game will start at **5:30pm at Tobey Park Field #2**. Even if you don't plan on playing softball, we'd love to see you there!

Pinch Release Party

Help us celebrate all the hard work that went into Pinch 46.2 on **Saturday, September 19th**. The release party will start at **6:00pm at Novel** bookstore.

Tigers Write

[Tigers Write](#) is fast approaching and will take place on **Wednesday, September 16th at the McWherter Library between the hours of 9:00 a.m. and 2:00 p.m.** Please encourage your students to attend, as it is a great initiative that helps them learn more about research and using library resources effectively. **Additionally, look out for an upcoming email** that offers a great, low-stakes service opportunity for TAs at the event.

We would love to celebrate your accomplishments or spread the word about your events! Please send your upcoming conference presentations, publications, and defenses to Lindsay Helms (lldailey@memphis.edu).



Submitting Progress Reports and Alerts on Navigate

Through Navigate progress reports and alerts, faculty are able to notify a student's academic support team if they notice any concerns such as poor attendance, low engagement, not turning in assignments, etc. While progress reports and alerts can be submitted at any point during the semester, doing so early in the semester is particularly beneficial in ensuring a student's academic success.

The Early Intervention Campaign is initiated during the second week of the term via email to all instructors. The email will provide a link to submit progress reports on Navigate. The following is a brief summary of how to submit a progress report and an alert.

Submitting a Progress Report

To submit a progress report on Navigate, instructors should login to "My Memphis" and under the "Faculty" tab, locate "Navigate (Faculty)." Once in Navigate, click the drop down menu and make sure "Professor Home" is selected. The home page should then display the instructor's courses. If progress reports are accessed during the Early Intervention Campaign, a yellow banner will appear at the top of the screen, and progress reports can be completed by clicking on the "fill out progress reports" button. If accessing progress reports after the Early Intervention Campaign, click the hyperlink "Progress Reports" beside the course name. On the progress report page, a list of students in the course will appear, and instructors can follow the prompts for each student.

Issuing an Alert

In addition to progress reports, faculty members can issue an alert to flag a student's advisor, success coach, etc. with concerns about individual students at any point in the semester. On the "Professor Home" screen, scroll down to the box titled "Students in My Courses." Select the checkbox by the name of the student you would like to issue an alert for. Use the "Actions" dropdown menu in the upper left of the box and select "Issue an Alert/Feedback." From there, follow the prompts. If you have further questions about using Navigate, check out the [Faculty Navigate Quick Guide](#).

Canvas Troubleshooting

If you are just starting out with Canvas or an old pro, there is always more to learn. Here are some ways that you can make the most out of Canvas:

1. Take the [“Growing with Canvas” course](#)

This course is self-paced and provides hands-on tutorials on how to use the newest LMS tools.

2. Visit the [UM3D Canvas Youtube Channel](#)

Watch brief videos answering some of the most frequently asked questions about Canvas.

3. Sign up for [an online training](#)

Training sessions can be booked for either groups or one-on-one consultations with Canvas trainers or instructional designers.

4. Read through the [Canvas Checklist](#)

Make sure that your Canvas course is meeting its full potential by reviewing and updating it throughout the semester according to a series of comprehensive steps.

5. Submit a [service request](#)

If all else fails, don't hesitate to reach out to UM3D with a service request. They can get you the answers you need!

Updated FYW Guidelines

We want to encourage you to review the updated [First-Year Writing Guidelines](#). This document explains the requirements of each course in the First-Year Writing program and briefly outlines department policies that are more fully explained on the [department's Canvas page](#). You may also want to refer to the [UofM Faculty Handbook](#).

An important point to highlight about cancelling classes:

A Planned/Unplanned Absence Report is required for all teacher absences from regularly scheduled classes for part-time instructors and teaching assistants:

- If your absence is **planned** (for example, attending a conference), you should provide the required information (see below) at least a week in advance of your absence, giving the reason for your absence and explaining how your course content will be covered while you're out. Email the information to both Dr. Sherry Lusk, Assistant to Undergraduate Studies (selusk@memphis.edu), and Ms. Bridget Wells, Assistant to the Chair (bwells6@memphis.edu).
- If your absence is **unplanned** (for example, sudden illness, transportation issue, family emergency), you should email both Dr. Lusk and Ms. Wells as soon as you know you need to cancel class. Provide the rest of the information when you're well enough/able to. We prefer that you email rather than call if possible.

If given enough notice, we will put a notice on the door of your classrooms, but please send an email directly to your students as well.

Updated FYW Guidelines

Absence Report Information

- Identify type of absence as planned or unplanned (choose one):
- Absent from official duty starting on:
- Return to official duty starting on:
- Reason(s) for absence (required):
- Provisions made for covering course content:
- Class(es) to be cancelled (Course & Section; Meeting Days & Times; Building & Room):

Please do not cancel class unless it is an emergency. Absences, for illness or conferences, must be reported.

ILLNESS: With the exception of academic conferences, classes should only be cancelled due to illness.

ACADEMIC CONFERENCES: If you need to cancel a class because you are away at a conference, then you may do so once. If you need to cancel more than one class for a conference in a single semester, then you need to either find someone to cover the class period for you or create an asynchronous class.

RESEARCH: If you think your students need a day to conduct research or work on a digital project, then you need to email the library ahead of time and accompany them to the library or reserve a computer lab and assist them as they work. Class should never be cancelled for students to do work they should do as homework. Guided in-class writing, however, is encouraged.

CAP Calendar

All CAP events are held on Tuesdays from 4:15–5:15. All events can be found in the [Fall 2026 CAP Schedule](#).

September 1st:

- All CAP in PT 456

September 8th:

- First-Year CAP in Cadres
- Teaching CAP in Cadres

September 15th:

- First-Year CAP in PT 456
- Professional CAP in Cadres

September 22nd:

- First-Year CAP in Cadres

September 29th:

- All CAP in PT 456



Important Dates and Deadlines for Registration

The first couple of weeks of the semester can feel like information overload for both instructors and students. Make sure you stay on top of the [important dates and deadlines](#) set by the University, so you can inform yourself and your students!

The following are important dates and deadlines regarding registration. Remember, do not advise students to drop courses. This could have financial implications. Rather, encourage them to speak with their advisor.

August 24th–September 6th

Drop period: courses dropped on or before this date will not have grades assigned and will not appear on transcript

September 4th

Last day students can register

September 7th–November 14th

Withdrawal period: Courses dropped during this period will have "W" grades assigned and will appear on your transcript. Courses cannot be dropped online after this period