WEEKLY WRITING JOURNAL: Week of May 3rd, 2019

Document

The new document I am working on is a compiled Academic Calendar. This includes dates and details for CUNY events covering the next academic year. I have started working on the disbursement information, but will be including payroll, undergrad, graduate, and 12-6 calendars. These details are pulled from online sources provided to me.

Tasks

By pulling information from online resources, I am creating an excel spreadsheet that includes every day with a valid deadline or action for CUNY. I am organizing this into separate sheets based on the semester. Each calendar lists the month, date, day of week, and the event that takes place. These are in chronological order and are saved in a SharePoint file. Since a lot of information is accumulating pertaining to different communities within the greater CUNY culture, I have color-coded details based on the community the event refers to.

For disbursements and refunds are in black text. Payroll events are in red text. The Academic calendar is blue. Student Deadlines are in green, and Holidays are gold. This breaks up the monotony of presented text as you look at the large spreadsheet of information.