

Are you ready for the new semester?

Start-of-Semester Check-List for Online Learning

WEEK 1

Before anything, read through all your syllabi!!! Begin establishing your systems and routines.

Time Management	Organization	Setting Up Your Workspace
<ul style="list-style-type: none"> <input type="checkbox"/> Do you have a planner/calendar that will work well for you? <input type="checkbox"/> Enter your class schedule into your calendar (all classes, not just synchronous). <input type="checkbox"/> Enter all homework/assignment/project due dates for ENTIRE SEMESTER into calendar. <input type="checkbox"/> Enter all exam and quiz dates for ENTIRE SEMESTER into calendar. <input type="checkbox"/> Enter instructor's office hours into your calendar. <input type="checkbox"/> Set up your daily routine that includes attending class, watching pre-recorded lectures and time for studying. 	<ul style="list-style-type: none"> <input type="checkbox"/> Check that you are Tech Ready <input type="checkbox"/> Identify which classes will be using Canvas or Blackboard for content, assignments, and submissions. <input type="checkbox"/> Identify any additional programs or software you will need to access for your classes to complete assignments (e.g. Zoom, ALEKS, Perusal, etc.) <input type="checkbox"/> Identify which classes are synchronous or asynchronous. <input type="checkbox"/> Do you know how to contact all of your instructors? Is their information kept in an accessible place for you? 	<ul style="list-style-type: none"> <input type="checkbox"/> Set up a designated space specifically for doing work that is also separate from places of rest or relaxation (i.e. away from beds, couches, or recliners). <input type="checkbox"/> Make it an inviting space that will make studying more enjoyable—think about visuals, seating, table, space, lighting, plants, air quality, etc. <input type="checkbox"/> Remove unnecessary distractions in your physical and digital space. <input type="checkbox"/> Make sure you have everything you will need to be successful (e.g. books, technology, notebooks, writing utensils, water, snacks, etc.)?

WEEK 2

This is the time for you to reflect on your first week and make changes.

Time Management	Start Studying	Build Stronger Connections
<ul style="list-style-type: none"> <input type="checkbox"/> Revisit your weekly schedule—re-evaluate time needed to prepare, attend or watch lectures, and study for each class. <input type="checkbox"/> Attack procrastination habits now through goal setting practices and prioritization practices. 	<ul style="list-style-type: none"> <input type="checkbox"/> Incorporate each part of the Study Cycle into your weekly calendar. <input type="checkbox"/> Prepare for class by reading your textbooks, going through PowerPoints, or watching videos. <input type="checkbox"/> Reflect on where you are in your level of understanding of content. <input type="checkbox"/> Incorporate proven strategies to help you learn. 	<ul style="list-style-type: none"> <input type="checkbox"/> Learn how to communicate with your faculty. <input type="checkbox"/> Visit instructor office hours—even if it is just to introduce yourself. <input type="checkbox"/> Start connecting with classmates by setting up virtual study groups. <input type="checkbox"/> When in class or meeting with a professor, turn your camera on to have a deeper connection with your instructor—they want to see you!

