

# Start of Term Checklist for Online Learning

## Before Classes Start

- Ensure you have the necessary technology, textbooks, and course supplies.
- Access Brightspace and complete the following tasks:
  - Download a copy of all syllabi to refer to offline.
  - Read any course announcements your instructor has posted.
  - Write down any questions concerning layout, materials, expectations, etc.
  - Make a note of instructors' office hours and appointment process.
- Set up and evaluate your study space.
- Make a weekly schedule for the term.
  - Schedule time for synchronous class sessions, online content review, assignments, breaks, etc.
  - Leave flex time in case tasks take longer than expected.
- Download Microsoft Teams and practice with the technology.



NEED HELP LOGGING INTO THINGS? CONTACT THE SERVICE DESK AT 214-902-2430 OR SERVICEDESK@PARKER.EDU



## Day 1

- Attend synchronous class sessions.
- Visit office hours:
  - Introduce yourself and get to know the instructor.
  - Ask any questions about the course, technology, and assignments.
  - Be sure to ask if your instructor has online learning strategies related to their course.
- Identify campus resources that can support your success.
- Complete readings before you complete the learning module, attend live meetings, and watch recorded lectures.
- Reach out to your classmates to develop virtual study groups; decide when you'll meet, who will host the meeting, how often you'll connect, and how you will set goals (and measure success) for each session.



### quick tip:

SYNCHRONOUS REFERS TO CONCURRENT OR REAL-TIME ACTIVITIES. ASYNCHRONOUS ACTIVITIES ARE SELF-PACED WITH AN ASSIGNED DUE DATE.



## Throughout the Class

- Revisit your weekly schedule:
  - Evaluate the time needed to prepare, attend, and study for each class.
  - Revise the schedule given your new knowledge of courses and other commitments.
- Familiarize yourself with the study cycle to use for your study sessions.
- Make connections among course concepts.
- Access Tutor.com for 24/7 questions.
- Keep in mind that material often builds on previous content.
- Identify areas you are struggling with and immediately reach out for assistance.

