Start of Term Checklist for Remote Learning

Week 0

☐ Visit the <u>Online Student Resources MyParker page</u> for important resources.
  ○ Make sure you have the <u>necessary technology</u>, <u>textbooks</u>, and supplies for your courses.
☐ <u>Access Blackboard</u> and complete the following tasks:
  ○ Personalize your <u>notification settings</u> and <u>profile</u>.
  ○ Download a copy of all syllabi to refer to offline.
  ○ Read any course announcements your instructor has posted.
  ○ Write down any questions you have concerning layout, materials, expectations, etc.
  ○ Make note of instructors' office hours and appointment process.
☐ Set up and <u>evaluate your study space</u>.
☐ Make a weekly schedule for the first two weeks.
  ○ Schedule time for synchronous class sessions, review of online content, assignments, breaks, etc.
  ○ Leave flex time in case tasks take longer than expected.
☐ <u>Download Microsoft Teams</u> and practice with the technology.

ANSWER THESE <u>8 QUESTIONS</u> ABOUT YOUR ONLINE COURSE

Week 1

☐ Attend synchronous class sessions.
☐ Visit office hours (sometime within weeks 1-3):
  ○ Introduce yourself and get to know the instructor.
  ○ Ask your list of questions (from Week 0) about the course, technology, and assignments.
  ○ Be sure to ask if your instructor has strategies for learning online, related to their course.
☐ Identify campus resources being offered remotely 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.

Week 2

☐ Revisit your weekly schedule:
  ○ Evaluate time needed to prepare, attend, and study for each class.
  ○ Revise schedule given your new knowledge of courses and other commitments.
☐ Familiarize yourself with the study cycle to use for your study sessions.
☐ Make connections between Week 1 and Week 2 course concepts.
☐ Access Tutor.com for 24/7 questions or Parker University Tutoring Services for the <u>peer tutoring schedule</u>.
☐ Be mindful that material often builds on previous content.
☐ Identify areas you are struggling with and immediately reach out for assistance.

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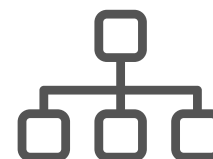
8 QUESTIONS
TO ASK YOURSELF ABOUT YOUR ONLINE COURSE

1 WHAT TEXTBOOKS ARE REQUIRED FOR THIS COURSE?

2 WHAT ACTIVITIES OCCUR AT A SPECIFIC TIME?

3 HOW AND WHEN WILL OFFICE HOURS BE HELD?

4 WHAT TECHNOLOGY DO I NEED FOR THE CLASS?

5 WHAT ACADEMIC RESOURCES ARE AVAILABLE TO SUPPORT ME?

6 WHAT ARE THE MAJOR ASSIGNMENTS AND WHAT ARE THEIR POINT VALUES?

7 HOW DO I SUBMIT WORK FOR THIS COURSE?

8 WHAT QUESTIONS DO I HAVE ABOUT THE COURSE?

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