Start of Term Checklist: Spring 2020 Remote Learning

Week 0
☐ Use the Beaver Store to identify texts, technology, & resources needed for class
☐ Review or print class schedule on MyOSU page (Student page --> My Class Schedule)
☐ Access your ONID email regularly to check for course announcements
☐ Access Canvas course sites to review available syllabi, schedules, & announcements
  ☐ Make a list of questions you have about each course
☐ Identify what classes are hosting synchronous class meetings
☐ Download Zoom and practice with the technology
☐ Identify additional technology or learning platforms needed for class
  ☐ Add any technology questions to your list of questions about each course
☐ Stop by the Academic Success Center Zoom Room to chat with a Strategists about resources that can support you this term
☐ Make an Academic Coaching appointment to plan ahead/set goals for the term
☐ Create a weekly schedule for the first two weeks of class
  ☐ Schedule time for synchronous class sessions, review of online content, assignments, work, breaks, etc.
  ☐ Leave flex time in case tasks take longer than expected
☐ Identify a quiet space for remote learning and for any Zoom meetings

Week 1
☐ Attend any synchronous class sessions
☐ Visit office hours (sometime within weeks 1-3)
  ☐ Introduce yourself and get to know your instructor
  ☐ Ask your list of questions about the course, technology, and assignments (from Week 0)
  ☐ Be sure to ask if your instructor has strategies for learning remotely/online
  ☐ Identify campus resources being offered remotely that can support your success
☐ Complete readings and assignments
☐ Complete Term-at-a-Glance with all term due dates and start a Weekly To-Do List
☐ Reach out to peers to develop virtual study groups; decide when you’ll meet, who will host the meeting, and how often you will connect

Week 2
☐ Revisit your weekly schedule
  ☐ Evaluate time needed to prepare, attend, and study for each class
  ☐ Revise schedule given your current knowledge of courses and other commitments
☐ Create a study cycle for each course using active learning strategies
☐ Make connections between Week 1 and Week 2 concepts
☐ Use the 80/20 rule (80% of time on new material; 20% of time on review) when studying
☐ Create an ongoing visual or notes summary to track past/new concepts
☐ Begin your study and review for midterms

Answer these 10 Questions to Ask about Your Course

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