Start of Term Checklist: 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’ll 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