

## Start of term checklist: Remote Learning

### Week 0

- Use the YSU Bookstore to identify textbooks, technology and other resources needed for class
- Review or print class schedule from the YSU Portal
- Access your YSU email regularly to check for course announcements
- Access Blackboard to review available syllabi, schedules and announcements
  - Make a list of questions you have about each course
- Identify the modality of each of your classes (How is it being taught? Traditional, Agile-Hybrid or Virtual, On-Line Live or Web-Based)
- Download WebEx 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
- Check the Center for Student Progress (CSP) website to identify what resources are available to support you this semester
- Make an academic coaching appointment to plan ahead/set goals for the semester
- 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 WebEx 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 a Semester Calendar w/ all term due dates & start a Weekly to-do List (Available at the CSP)
- 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 based on your current knowledge of courses and other commitments
- Create a study cycle for each course using active learning strategies (Available at the CSP)
- Make connections between Week 1 and Week 2 concepts
- Use the 80/20 (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