ONLINE STUDENT CHECKLIST

BEFORE CLASSES START – PREPARE YOURSELF

- [ ] Prioritize your commitments
- [ ] Create your time management plan
- [ ] Prepare your learning environment
- [ ] Purchase your textbooks and class materials
- [ ] Locate the campus services you will need
- [ ] Familiarize yourself with online classes at Century College

BEFORE CLASSES START – PREPARE FOR THE TECHNOLOGY

- [ ] Make sure that you have regular access to a computer and the Internet
- [ ] Brush up on your computer skills
- [ ] Test your system for compatibility
- [ ] Participate in Century College's Student Orientation
- [ ] Make sure you know how to contact the help desk (651-779- 3295)
- [ ] Find out how to access your course
- [ ] Retrieve your username and password
- [ ] Login to the Learning Management System (D2L) if your account is available and familiarize yourself with the system

WHEN THE CLASS FIRST OPENS

- [ ] Login to the Learning Management System (D2L) and access your course
- [ ] Read any course announcements that are posted
- [ ] Find the course information
- [ ] Write down your instructor's contact information
- [ ] Read the course syllabus
- [ ] Read over course schedule carefully
- [ ] Add all due dates to your schedule
- [ ] Review the reading requirements and plan sufficient time in your schedule
- [ ] Review your instructor's grading policy
- [ ] Review the attendance and participation policy
- [ ] Find out how assignments are to be submitted

THROUGHOUT THE SEMESTER

- [ ] Login to the course several times per week
- [ ] Always check announcements and course messages
- [ ] Participate in class discussions
- [ ] Begin your assignments early – Don't procrastinate!
- [ ] Study for exams and quizzes
- [ ] Ask questions when you need clarification
- [ ] Check your grades frequently
- [ ] Use feedback received to improve future performance
- [ ] Self-evaluate
- [ ] Revise your time management plan if necessary