

ONLINE STUDENT CHECKLIST

BEFORE CLASSES START – PREPARE YOURSELF



<input type="checkbox"/>	Prioritize your commitments
<input type="checkbox"/>	Create your time management plan
<input type="checkbox"/>	Prepare your learning environment
<input type="checkbox"/>	Purchase your textbooks and class materials
<input type="checkbox"/>	Locate the campus services you will need
<input type="checkbox"/>	Familiarize yourself with online classes at SUNY Broome (www.sunybroome.edu/online)

BEFORE CLASSES START – PREPARE FOR THE TECHNOLOGY



<input type="checkbox"/>	Make sure that you have regular access to a computer and the Internet
<input type="checkbox"/>	Brush up on your computer skills
<input type="checkbox"/>	Test your system for compatibility
<input type="checkbox"/>	Participate in the Open SUNY Student Orientation
<input type="checkbox"/>	Make sure you know how to contact the help desk
<input type="checkbox"/>	Find out how to access your course
<input type="checkbox"/>	Retrieve your username and password
<input type="checkbox"/>	Login to the Learning Management System (Blackboard Learn) if your account is available and familiarize yourself with the system

WHEN THE CLASS FIRST OPENS



<input type="checkbox"/>	Login to the Learning Management System (Blackboard Learn) and access your course
<input type="checkbox"/>	Read any course announcements that are posted
<input type="checkbox"/>	Find the course information
<input type="checkbox"/>	Write down the instructor's contact information
<input type="checkbox"/>	Read the course syllabus
<input type="checkbox"/>	Print out the course schedule if one is posted
<input type="checkbox"/>	Add all due dates to your schedule
<input type="checkbox"/>	Review the reading requirements and plan sufficient time in your schedule
<input type="checkbox"/>	Review the instructor's grading policy
<input type="checkbox"/>	Review the attendance and participation policy
<input type="checkbox"/>	Find out how assignments are to be submitted

THROUGHOUT THE SEMESTER



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