



Start of Term Checklist: Spring 2020 Remote Learning

Getting Started:

- Use the [LBCC Bookstore website](#) to identify texts, technology, & resources needed for class.
- Review or print class schedule on Webrunner (Student → Registration → Student Detail Schedule or Student Schedule by Day & Time).
- Access your LBCC email regularly to check for course announcements.
- Access Moodle course sites to review available syllabi, schedules, & announcements.
 - Make a list of questions you have about each course
(see Oregon State University's ["10 Questions to Ask About Your Course " pdf](#)).
- Identify what classes are hosting synchronous class meetings.
- [Download Zoom](#) and practice with the technology. If possible, connect with a friend or classmate and practice holding Zoom meetings.
- Identify additional technology or learning platforms needed for class.
- Add any technology questions to your list of questions about each course.
- Stop by the College Skills Zone Zoom Room to chat with an Instructional Assistant about resources that can support you this term.
- [Make a College Skills Zone 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.

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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 (Oregon State University's "[10 Quick Questions to Ask Your Instructor Before Completing Online Homework](#)" pdf is a useful resource).
- Be sure to ask if your instructor has strategies for learning remotely/online.
- Identify campus resources being offered remotely that can support your success. LBCC's [Library](#) and [Learning Center](#) are your resources for materials, tutoring, and remote learning help.
- Complete readings and assignments.
- Complete a term calendar with all term due dates and start a Weekly To-Do List. Check out Oregon State University's [Weekly To-Do List](#) pdf for ideas. Talk to [LBCC's College Skills Zone](#) for more support.
- 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.

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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. Use Oregon State University's [Study Cycle pdf](#) to get started. If you wish to explore more, contact [LBCC's College Skills Zone](#).
- 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.