

Start of Term Checklist

Before the Semester Begins

- Use the [KSU Bookstore website](#) to identify textbooks, technology and resources needed for class
- Review your class schedule by logging in to Owl Express -> Registration -> Display Your Class Schedule and Grades
- Access your KSU Student email
- Access D2L Brightspace to check for available syllabi, due dates and announcements
- Make a list of questions you have about each of your courses (see “COVID course survival questions” for ideas)
- Identify which classes have synchronous meetings (either online or on campus)
- Identify additional technology or learning platforms needed for your classes
- Schedule a virtual or phone advising appointment to make sure everything is good to go
- Create a weekly schedule for the first 2-3 weeks of class
 - Schedule time for synchronous class sessions, review of online content, assignments, work, breaks, sleeping, etc
 - Leave flex time in case tasks take longer than expected
- Identify a quiet space for studying and remote learning

First week of classes

- Attend any synchronous class sessions
- (optional) Visit office hours to:
 - Introduce yourself and get to know your instructor
 - Ask any questions you came up with about your course, technology, assignments, etc.
 - Ask if your instructor can suggest some strategies for learning
 - Identify campus resources being offered remotely that can support your success
- Complete readings, assignments, or quizzes
- Put together a Term-at-a-Glance cheat sheet that lists all known dates for assignments, quizzes, and tests for all of your classes
- Create a GroupMe chat for your classes and invite your peers. Reach out to see if they want to form virtual study groups, when and how often you can meet, who will host the meeting, and on what platform you will meet

2nd Week of Classes

- Revisit the weekly schedule you made before classes started
 - 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
- Identify key concepts you're learning for each course
- Use the 80/20 rule (80% of time on new material; 20% of time on review) when studying
- Create and collect ongoing visual diagrams or notes summaries to track past/new concepts, and see how they relate to each other
- Begin studying and planning study sessions for your first test