

Online Learner 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



BEFORE CLASSES START – PREPARE 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 the [OTC Canvas Student Orientation Course](#)
- Make sure you know how to contact the [IT Help Desk](#)
- Retrieve your username and password
- Sign into [Canvas](#) the Friday before classes start to get familiar with your courses



WHEN THE CLASS FIRST OPENS

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



THROUGHOUT THE SEMESTER

- Login to the course several times per week
- Always check announcements, course mail, and OTC Email
- 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
- If you need support outside of class, [reach out for help](#)

