

STARTER PACK FOR: MANAGING ONLINE CLASSES

KEY
ELEMENTS



Use your syllabi

Keep a master calendar



Prioritize your time

Start by organizing each class on one page by using your course syllabi to capture important information and see what components are in-person or virtual. This gives you something to reference if you get stuck!

Navigating Expectations

Directions: This tool is designed to help you gather expectations professors have of you in the midst of classes online. As you hear from professors-- keep track of communication methods, how your classes are meeting, and assignments are left.

Course name: _____ Professor email: _____ Course name: _____ Professor email: _____

Current Grade: _____ Current Grade: _____

How is the course meeting? _____ How is the course meeting? _____

Assignment Due: _____ Point Value: _____ Assignments left/To Do: _____ Point _____

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Semester at a Glance

Directions: Use your syllabi from each class to map out your large assignments/tests for the semester.

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1	9/27 First day of classes	9/28	9/29	9/30	10/1
2	9/24	9/25	9/26	9/27	9/28
3	9/31	10/1	10/2	10/3	10/4
4	10/7 Labor Day- No classes	10/8 Last day for 10/8 refund	10/9	10/10	10/11
5	10/14 Last day for 10/14 refund	10/15	10/16	10/17	10/18
6	10/21 Last day for 10/21 refund	10/22	10/23	10/24	10/25
7	10/28	10/29	10/30	10/31	11/1
8	11/5	11/6	11/7	11/8	11/9
9	11/12	11/13	11/14	11/15	11/16
10	11/19	11/20	11/21	11/22	11/23 Last day for withdrawal
11	11/26 Spring enrollment begins	11/27	11/28	11/29	11/30
12	12/3	12/4	12/5	12/6	12/7
13	12/10	12/11	12/12	12/13	12/14
14	12/17	12/18	12/19	12/20	12/21 Last day for program change
15	12/28 Break classes online	12/29	12/30	12/31	1/1 Last day
16	1/7	1/8	1/9	1/10	1/11

PRO TIP!
Don't duplicate any skill or tool you use that is already working! These are ideas to get you started and make your process even better!

Week at a Glance

Directions: Use this tool to plan your week with specific times starting with things you need to do (ie. classes) and adding in less important tasks.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7:00-7:30am							
7:30-8:00am							
8:00-8:30am							
8:30-9:00am							
9:00-9:30am							
9:30-10:00am							
10:00-10:30am							
10:30-11:00am							
11:00-11:30am							
11:30-12:00pm							
12:00-12:30pm							
12:30-1:00pm							
1:00-1:30pm							
1:30-2:00pm							
2:00-2:30pm							
2:30-3:00pm							
3:00-3:30pm							
3:30-4:00pm							
4:00-4:30pm							
4:30-5:00pm							
5:00-5:30pm							
5:30-6:00pm							
6:00-6:30pm							
6:30-7:00pm							
7:00-7:30pm							
7:30-8:00pm							
8:00-8:30pm							
8:30-9:00pm							
9:00-9:30pm							
9:30-10:00pm							
10:00-10:30pm							
10:30-11:00pm							
11:00-11:30pm							
11:30-12:00am							

Then use the course schedule to track all important assignments, exams, and projects. This allows you to have a 2-page guide to the semester and make a plan for busier weeks.

Lastly using what you know about the class, and when due dates are make yourself a weekly schedule to prioritize your work and reduce stress. Be sure to add class times, work, time to study/do homework, and activities you want to do.