

# PHASE TWO: FIRST WEEK ACTIVITIES

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**CHECK THE APPROPRIATE BOX AS YOU COMPLETE EACH TASK BELOW DURING THE FIRST WEEK OF CLASSES.**

- Course Binder includes useful course information to read off line, including: syllabus, course documents, assignments lists, schedules, master list of fellow students, how-to pages from Course Management Site (BlackBoard) manual etc.
- All course buttons have been overviewed
- READ course syllabus
- Semester calendar has been created including all test dates, assignments, and submissions
- Webliography of useful sites has been reviewed and sites are bookmarked
- Course Help Directory has been completed with information on locations, contacts and websites

## **QUESTIONS TO ASK YOURSELF AND ANSWER HONESTLY**

- ✓ Do I know what it means to be proactive?
- ✓ Am I scheduling approximately 15-20 hours/week for each online course?
- ✓ Do I understand what it means to write an specific, thoughtful discussion post?
- ✓ Do I understand that “copying and pasting” = cheating?
- ✓ Am I a procrastinator?
- ✓ Do I like to read and write?
- ✓ Do I have adequate support?
- ✓ Do I have a work environment free from distractions?
- ✓ Can I work on the computer without being distracted by the temptation of social media?