

# PHASE THREE: THE REST OF THE SEMESTER

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**CHECK THE APPROPRIATE BOX AS YOU COMPLETE EACH TASK BELOW THROUGHOUT THE SEMESTER.**

- Complete a review of course work every week.
- Preview the next week's assignments.
- Know how to contact the campus learning center for help when you need it. Use your completed Online Course Help Directory.
- Know if a course tutor is available.
- Know how to access and use online tutorial support (BRAINFUSE).
- Know your campus or local librarian if you are doing research for a course assignment.
- Use your campus writing center/tutors and review the websites that are recommended for writing assistance.
- Know and use Virtual Faculty Office Hours if your instructor makes them available.
- Know and use the institutional help desk or dashboard for any computer or course management problems.

**QUESTIONS TO ASK YOURSELF AND ANSWER HONESTLY**

- ✓ Am I planning and using my time wisely?
- ✓ Am I reading directions carefully?
- ✓ Do I know how to access and use resources?
- ✓ Am I submitting assignments in the correct format? In the way the instructor has indicated?
- ✓ Do I monitor my email and electronic communications daily?
- ✓ Am I keeping my Course Binder current and up-to-date?
- ✓ Am I collaborating with fellow students as needed?
- ✓ Do I feel overwhelmed?
- ✓ Am I able to communicate with the instructor appropriately?