

Online Learning Checklist

An online learning checklist that helps students succeed in online and virtual classes.

Set up your tech

- Confirm your computer and internet connection are reliable.
- Test your webcam, microphone and speakers.
- Install the required learning platform and apps.
- Bookmark the course site, syllabus and login pages.
- Have a backup plan if your connection drops.
Know a nearby Wi-Fi spot or keep mobile data ready.

Organize your schedule

- Add all live sessions and class times to your calendar.
- Note when recorded lectures and materials are released.
- Block regular study time for each course.
- Set reminders for assignments and exams.
- Plan around any time-zone differences.

Create a focus space

- Choose a quiet, dedicated spot for studying.
- Keep your materials and charger within reach.
- Silence phone notifications during class and study.
- Close unrelated tabs and apps while you work.
- Use focused work blocks with short breaks.

Participate actively

- Join live sessions on time and stay engaged.
- Take notes just as you would in person.
- Ask questions in chat or by unmuting.
- Post in discussion boards and reply to classmates.
- Attend office hours when you need help.

Track deadlines and progress

- Check the course site regularly for updates.
- Submit assignments before each deadline.
- Confirm each upload went through successfully.
- Review feedback and grades as they post.
- Back up your work in the cloud or on a drive.