

# START OF TERM CHECKLIST: BLENDED LEARNING

## WEEK 0

- ☐ Use the ICC Academic Support Center or the ICC Bookstore to identify texts, technology, & resources needed for class
- ☐ Review or print class schedule on the MyICC or the ICC bookstore
- ☐ Identify each course's format (E.g., on-campus, blended, hybrid, remote, online)
- ☐ Locate class locations on campus map (knowing where you're going makes a difference!)
- ☐ Plan the commute to ICC & time for movement between classes
- ☐ Consider on- and off-campus transportation options
- ☐ Consider each course type. If you have back-to-back classes, think about where you'll be and transition time between in-person and remote class sessions
- ☐ Access your ICC email regularly to check for course announcements
- ☐ Access Canvas course sites to review available syllabi, schedules, & announcements
- ☐ Make a list of questions you have about each course
- ☐ Double check class locations the day before each class
- ☐ Attend classes; collect syllabi to use when planning for the term.
- ☐ Review the Technology Checklist to be sure your technology is ready to go
- ☐ Review or print class schedule on MyICC or see Book Store for help printing
- ☐ Visit the Academic Support Center to learn about resources that can support you this term
- ☐ Make an Academic Coaching appointment to plan ahead/set goals for the term
- ☐ Create a weekly schedule for the first two weeks of class
- ☐ Schedule time for synchronous class sessions, review of online content, assignments, work, breaks, etc.
- ☐ Leave flex time in case tasks take longer than expected
- ☐ Identify a quiet space for remote learning and for any Zoom meetings

## WEEK 1

- ☐ Attend any in-person and/or synchronous class sessions
- ☐ If unable to attend in-person class sessions, let your instructor know, and plan together how you'll complete coursework.
- ☐ Visit office hours (sometime within weeks 1-3)
- ☐ Introduce yourself and get to know your instructor
- ☐ Ask your list of questions about the course, technology, and assignments (from Week 0)
- ☐ Be sure to ask if your instructor has strategies for learning remotely/online
- ☐ Identify campus resources being offered remotely that can support your success
- ☐ Complete readings and assignments
- ☐ Complete Term-at-a-Glance with all term due dates and start a Weekly To-Do List
- ☐ Reach out to peers to develop virtual study groups; decide when you'll meet, who will host the meeting, and how often you'll connect

## WEEK 2

- ☐ Revisit your weekly schedule
- ☐ Evaluate time needed to prepare, attend, and study for each class
- ☐ Revise schedule given your current knowledge of courses and other commitments
- ☐ Create a study cycle for each course using active learning strategies
- ☐ Make an appointment with the Academic Support Center for an upcoming writing assignment/project
- ☐ Make connections between Week 1 and Week 2 concepts
- ☐ Use the 80/20 rule (80% of time on new material; 20% of time on review) when studying
- ☐ Create an ongoing visual or notes summary to track past/new concepts
- ☐ Begin your study and review for midterms

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ACADEMIC SUPPORT CENTER

[icc.edu/asc](http://icc.edu/asc)

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