

STAYING ORGANIZED

With so many things changing in your courses, you might be reliving that first-week-of-class confusion at finals-week pace.

Here are some things you might want to keep track of for each class. Spend some time answering each of these questions for each of your classes. It will take some time, but at the end, you will feel more focused and organized.

How have the in-person parts of the class changed?

- How is the instruction now being provided for this course? (lecture, lab, etc)
- Where can you find it or how do you access it? (live-stream, lecture capture, etc)
- Is it at a specific time or can you watch it anytime?
- Are parts of the course, such as lab, not being taught at this time? Is there a substitution?

Are assignments changing?

- Are there new due dates?
- Is how you're submitting your assignments changing?
- Are any quizzes or exams being offered virtually?

What should you do if you need help?

- Is your course offering virtual office hours? When and on what platform?
- Is there an online forum for asking questions?

How can I track the changes in my courses?

- Try using a chart like this one to keep track of your courses and what has changed.

Items	CHE 111	NTR 112	ENG 235
Important Dates	No changes	Test 3 rescheduled for 4/10	Paper Due 4/25
Big Changes	Live online lectures Tuesdays at 5pm; No lab	Recorded lectures; discussion board optional	Can do paper instead of group project
Important Links	Live virtual office hours via Microsoft Teams link	Lecture link through GoToMeeting; Discussion in Canvas	OneDrive folder with group project team
Support Services	Tutoring available live online through Microsoft Teams – scheduled sessions, no appointment needed	Group study session every Sunday night in Microsoft Teams	Writing Center support available through eTutoring – make appointment via WC Online