ONLINE STUDENT CHECKLIST

BEFORE CLASSES START – PREPARE YOURSELF

- [ ] Create your time management plan by prioritizing your commitments
- [ ] Prepare your learning environment and purchase class materials

BEFORE CLASSES START – PREPARE FOR THE TECHNOLOGY

- [ ] Confirm that you have regular access to a computer and the internet
- [ ] Participate in the FVTC Online New Student Orientation (available via fvtc.blackboard.com)
- [ ] Contact the FVTC Help Desk and Blackboard Support Team with any assistance you need
- [ ] Confirm your username (student ID number) and password
- [ ] Login to Blackboard
- [ ] Complete the Blackboard Basics course to familiarize yourself with the Blackboard platform
- [ ] Explore program and course information, contacting your advisor for any additional resources you may need.

WHEN THE CLASS FIRST OPENS

- [ ] Login to Blackboard and access your course
- [ ] Read course announcements
- [ ] Make note of instructor's contact information
- [ ] Read the course syllabus, focusing on grading, attendance, and participation policies
- [ ] Review all due dates in the course calendar or course schedule
- [ ] Plan your week ensuring dsufficient time for assignments and reading

THROUGHOUT THE SEMESTER

- [ ] Login to the course several times per week
- [ ] Check announcements, your email, and course messages frequently
- [ ] Participate in class discussions
- [ ] Begin your assignments early
- [ ] Study for exams and quizzes
- [ ] Ask questions when you need clarification
- [ ] Check your grades often
- [ ] Review instructor feedback and use it to improve future assignments
- [ ] Review your time management plan if necessary