



# ONLINE LEARNING CHECKLIST

## **BE PRESENT** - "show up" to class

Do you know your **class schedule**? Which **online platform(s)** will you need to use?

## **BE PREPARED** - stay "up-to-date"

Have you explored your **course page(s)**? Can you locate all your **course materials**? Do you regularly check your **college email**?

## **BE IN CHARGE** - set your schedule

How will you manage your time? What are your **priorities and goals** for this semester?

## **BE CREATIVE** - scout for space

Do you have a designated **study space**? Can you minimize any **nearby distractions**? Do you have a reliable **internet connection**?

## **BE CONNECTED** - socialize with others

Do you know about our C.C. clubs? Engage with your friends and create study groups with your classmates!

## **BE RESOURCEFUL** - seek out support

Connect with **Learning Centre staff** to develop study skills for online learning.

Email us at [tutors@columbiacollege.ca](mailto:tutors@columbiacollege.ca)



**LEARNING CENTRE**  
Columbia College