

SUCCESSFUL STUDENT SELF-CHECK

1. THE BASICS

- Can you log into your Online Learning account?
- Do you know how to view your schedule/ class times?
- Are you able to find course content including: Readings, Quizzes, and Graded Assignments?
- Can you access your school email account? Do you know how to send an email to a specific teacher or teachers?
- Have you downloaded Blackboard Collaborate?
- Do you have Microsoft Office programs ready to go on your computer- Word, Excel, PowerPoint, etc.?

2. YOUR CLASSES

- Are you able to join your live class connect sessions?
- Do you feel confident using the tools in your classes/ chat box?
- Are you attending your live classes?
- Do you understand the attendance requirements? (6 hours per day- classes and homework time included)
- If something comes up and you are unable to be in the live class, do you know how to find class recordings?
- Do you know that your Learning Coach must notify your advisor or the school office of your absences?

3. COMMUNICATION

- Do you reply to all emails or letters that require a response?
- When you are confused about a class topic or assignment, which steps do you take?
- Do you have the phone numbers & email addresses of all your teachers and advisor?
- Are you fully participating in your class sessions?

4. MOVING FORWARD

- Do you have goals for this school year?
- How are you organizing your daily assignments & other tasks?