Checklist for the on-line student

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|  | I know how to contact my teacher. |
|  | I know how to enroll in my course. |
|  | I know how to use the Moodle site |
|  | I have the materials I need for my course |
|  | I know how I will be evaluated. |
|  | I know how to do quizzes and submit assignments. |
|  | I know where to find the deadlines for this course. |
|  | I know how to attend a synchronous online session and I have a headset. |
|  | I have a weekly plan for my courses with 6 hours of work for each week day. |
|  | I understand I am responsible for doing this course and am committed to it. |
|  | I am ready to participate in work requiring communication with other students. |
|  | I am patient in troubleshooting technology problems. |
|  | I will ask for help whenever I need it. |
|  | I have a plan for technology break downs. |
|  | I have set up a home workstation with easy access to everything I need for this course. |
|  | My workstation has good lighting. |
|  | I practice good laptop ergonomics. |
|  | I make sure to take active break times from my computer during the day. |
|  | I want to succeed! |