Start of Semester Checklist

Week 0

☐ Find your course materials.

☐ Check your Z-ID email regularly for announcements.

☐ Familiarize yourself with Blackboard.

☐ Check your Blackboard course sites for syllabi, schedules, etc.

☐ Make a list of questions you have about each course.

☐ Review or print your course schedule.

☐ Make a schedule for the first two weeks of the semester.
  (See page 5)

☐ Use the Calendar in Blackboard or your phone.

☐ Use your phone to set reminder alerts for synchronous meetings.

☐ Identify a quiet place to study and attend synchronous online courses.
Start of Semester Checklist

Week 1

☐ Attend all face-to-face and synchronous online classes.

☐ Visit office hours.
   ☐ Introduce yourself.
   ☐ Ask questions from your Week 0 list about the syllabus.
   ☐ Ask your instructor for suggested learning strategies or suggested campus resources.

☐ Complete readings and assignments.

☐ Fill out the Semester-at-a-Glance and Weekly To-Do lists. (See page 4.) Reach out to peers in your courses, request a PAL online study group with a PAL tutor; pal@niu.edu.

☐ Schedule a one-to-one tutoring appointment at go.niu.edu/pal. If you’re enrolled in an SI supported course, reach out to your SI leader.

☐ Check the SI web page for links to SI online sessions.
   ☐ Check out the ACCESS webpages for schedules and online resources.

ACCESS Tutoring and Support Services
niu.edu/access    pal@niu.edu    niusi@niu.edu
Start of Semester Checklist

**Week 2**

- Revisit your weekly schedule.
- Evaluate time needed to prepare, attend and study for each class.
- Revise schedule given your current knowledge of courses and other commitments.
- Create a study cycle for each course using active learning strategies. (See page 6.)
- Make connections between Week 1 and Week 2 concepts.
- Use the 80/20 rule:
  - 80% of time on new material.
  - 20% of time on review when studying.
- Create an ongoing visual or notes summary to track past/new concepts.
- Begin your study and review for midterms.

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# SEMESTER-AT-A-GLANCE

STAY ORGANIZED THROUGH THE SEMESTER

<table>
<thead>
<tr>
<th>Week 1</th>
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<th>Week 15</th>
<th>FINALS Week</th>
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## To Do List

### Time

| Day       | 7 a.m. | 8 a.m. | 9 a.m. | 10 a.m. | 11 a.m. | Noon | 1 p.m. | 2 p.m. | 3 p.m. | 4 p.m. | 5 p.m. | 6 p.m. | 7 p.m. | 8 p.m. | 9 p.m. | 10 p.m. | 11 p.m. |
|-----------|--------|--------|--------|---------|---------|------|--------|--------|--------|--------|--------|--------|--------|--------|---------|---------|
| Sunday    |        |        |        |         |         |      |        |        |        |        |        |        |        |        |         |         |
| Monday    |        |        |        |         |         |      |        |        |        |        |        |        |        |        |         |         |
| Tuesday   |        |        |        |         |         |      |        |        |        |        |        |        |        |        |         |         |
| Wednesday |        |        |        |         |         |      |        |        |        |        |        |        |        |        |         |         |
| Thursday  |        |        |        |         |         |      |        |        |        |        |        |        |        |        |         |         |
| Friday    |        |        |        |         |         |      |        |        |        |        |        |        |        |        |         |         |
| Saturday  |        |        |        |         |         |      |        |        |        |        |        |        |        |        |         |         |
| Sunday    |        |        |        |         |         |      |        |        |        |        |        |        |        |        |         |         |
• Study when you are most alert. Use a planner and calendar to note tasks and deadlines.
• Prepare a study environment.
• Plan to spend two to three hours outside of class for every hour in class. Spread the time out into smaller blocks of time, throughout the week, throughout the semester.

• Preview the syllabus, text book chapters, headings for the first readings, keywords, diagrams.
• Attend class!
• Take notes in your own words.
• Ask questions.
• Synthesize the readings and class lecture.

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• Self-test; write questions you think may be on the test.
• Do practice problems.
• Share your questions and practice problems with a classmate or with a tutor.
• Arrive for the test early.
• Relax and know that you have prepared well.
• Review graded test. Go over misunderstandings with your instructor, TA, or a tutor.
• Use graded test to begin a midterm and final exam study guide.

• Fill in the gaps and correct misunderstandings.
• Use resources: instructor, TA, tutor, class members, text, supplemental readings.
• Organize your information into different formats: outlines, diagrams, charts, flashcards, timelines, flowcharts.
• Use structures that show relationships within/between material; similarities, differences, comparisons, hierarchies, chronologies.