

Getting Started with Online Learning Time Management (Slide 1)

Welcome. This is the second video created by the Student Success Centre that is part of a series called Getting Started with Online Learning to help students who are taking online courses at the University of Calgary. I worked with my colleague Jared Secord to create this video series.

Hi everyone, my name is Heather Thompson and I work as an academic strategist in the Student Success Centre. I will be leading you through this video that will provide tips on getting started with time management.

Step 1: Explore your online course (Slide 2)

The first step is to explore your online course to find out how to contact your professor and where your course materials are located such as your quizzes, tests and lectures. Here is an example of a table that captures important course information. Having this in one area will help you to stay organized with time management.

Figure 1 An example of a table with three columns class 1, class 2 and class 3. Under each of the class columns are examples of important course information such as online quizzes every Friday or working in online groups.

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Step 2: Review the course outline (Slide 3)

The second step is to review the course outline. The course outline provides an overview of assignments and tests that you will be completing and information on how to contact your professor. Find out how to contact your professor as this may be different for each course.

R course

| Times | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------|----------------|----------------|-----------|----------------|-----------|
| 8am | Breakfast | Breakfast | Breakfast | Breakfast | Breakfast |
| 9am | | | | | |
| 10am | Read chapter 1 | Online lecture | | Online lecture | Quiz |
| 11am | Discussion | | Video | | |

Figure 3 A weekly plan example displaying the times, days of the week and tasks such as discussion board posting and prep for group project.

Example #3: Monthly Plan (Slide 8)

Finally, here is an example of a monthly plan. This will provide you with an overview of everything that is due for the month. It will help you to plan out your study sessions for midterms and finals. It will also help with long term goals of completing assignments and projects including tracking self-care. For example, if you have a paper due on the 10th of the month, you may begin the assignment on the 1st of the month to give yourself time to complete it.



Figure 4 A monthly plan example displaying the days of the week and month. Examples of school and personal care tasks are listed on specific days such as study for quiz and go for walk.

What's next? (Slide 9)

Thanks for watching this video. If you are wondering what do next, think about watching the next video in the getting started online learning series. If you want additional help or support, you can

also visit the Student Success Centre website to book a one-on-one appointment for academic support.