

FIRST FOUR WEEKS GUIDE

WEEK ONE:

Getting Settled

ORGANIZATION TIPS

- Keep a planner or calendar of your class times, other commitments, and assignment due dates. If this is virtual, you can set reminders for each event on your phone.
- Make a checklist of the books you need to get for each class (this can be found in the class syllabus or on MyMadison under Student center > "Buy my books.")
- Think about how you want to take notes. You can create organization in the same folder or notebook.

TIPS FOR VIRTUAL CLASSES

- Most professors use one link for all classes. Bookmark each link or keep them in one document for quick access.
- Create a folder on your computer for each class so you know where to access your classwork.
- Create a space in your room where you can attend virtual classes and do homework. If you share a space with someone, let them know your virtual class times so that you will not be disturbed. If you share a space, headphones might be helpful to reduce distractions.
 - Even though if can't go to office hours in person, virtual office hours are just as helpful. Check the syllabus or email your professor for details.