Online course weekly checklist

Online and hybrid courses hide deadlines in modules. Tick off each week's readings, videos, posts, quizzes and live sessions.

NAME _____ DATE _____

COURSE _____ WEEK _____

THIS WEEK

- [ ] Read the weekly announcement
- [ ] Watch lectures or recordings
- [ ] Do the readings
- [ ] Post to the discussion board
- [ ] Reply to classmates (if required)
- [ ] Do the quiz or check its due time and time zone
- [ ] Join the live session or note the recording
- [ ] Check the gradebook for feedback
- [ ] Email questions before the weekend

RECORDINGS LOG

Lecture or video	Length	Key points	Watched
			☐
			☐
			☐
			☐
			☐
			☐