

# *How to Prepare for Online School in a Pandemic*

## *A Checklist*

	I've read through my syllabus and bought/borrowed the required course texts/materials.
	I've confirmed my course schedule and set the necessary alarms to ensure I don't miss class.
	I've scheduled important tests/project deadlines on my calendar.
	I've prepared the necessary equipment for online learning (i.e. headphones, chargers, computer, notebooks, pens, etc.) and checked that they work.
	I am familiar with my school's online platform/learning apps and have read the latest course announcements from the professor.
	I've identified a comfortable and quiet study space where I can learn without distractions from my family/friends.
	I've identified the time of the day I am most active and productive and scheduled that time for studying/work.
	I've identified activities and scheduled time to take care of my mental, emotional, physical, and spiritual health.
	I've connected with a friend in my program/community and we plan to check-in on each other/study together.
	I've researched the resources and academic/social support my school offers (i.e. career center, skills center, health center, professors' office hours, etc.) and I know how to contact them.
	I took a deep breath and told myself that I will be okay.