

# PLANNING YOUR WEEK AS A VIRTUAL STUDENT!



## KNOW YOUR SCHEDULE

You need to know when you will have virtual classes and when you need to be engaging in self directed study.

Access your virtual classes using the steps previously provided to you in the student communications!

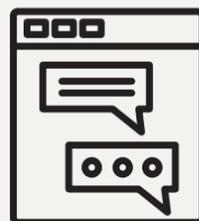
## IN-BETWEEN VIRTUAL CLASSES

You must then schedule some reading time, as well as time to make notes and study some material in your readings, readers or textbooks.

Also factor in some videos that you can watch, created by your lecturer and available in your myClass module.

## ATTENDING VIRTUAL CLASSES

You should be attending a minimum of one virtual class a day, and so, a minimum of five, per week. Make sure that you attend as many as you can, and plan the rest of your day around your Virtual Classes.



## MAKE NOTES

Make notes of questions to ask your lecturer in the next virtual class!

Have you checked the discussion boards yet?



# SUPPORTED SELF DIRECTED LEARNING!

## SUPPORT YOUR LEARNING WITH QUALITY ENGAGEMENTS IN VIRTUAL CLASSES AND DISCUSSION FORUMS!

Keep these in mind:

Make your schedule available to your friends and family, to illustrate when you are busy and need quiet time for studies!

Remember to factor in breaks and nutrition!

## WORKING INDEPENDENTLY MEANS MANAGING YOUR TIME AND PRIORITISING YOUR LEARNING!



If you feel alone, remember that you can chat with your peers, and your lecturer, via the chat function and discussion forum in your myClass module!

## MICROSOFT OFFICE

Get familiar with the Microsoft Office Suite and what applications you have access to, and how these can help and support your learning right now.

Most of the applications are available via the app store on your mobile device!



## DIGITAL LIBRARY

Remember to make full use of the digital library at your disposal via the myLibrary tile on the student portal!

You will find article repositories, open resources, magazines, e-books, journals and more resources that have been selected to support your learning and further develop your knowledge of your subject matter areas!

