

Planner

As Benjamin Franklin put it, “By failing to prepare, you are preparing to fail.” When you take a face-to-face course, there are built-in reminders from the instructor and even other students. In an online class, the responsibility to remember important due dates falls mainly on you. Therefore, we strongly advise that you use some sort of digital or print calendar to plan out your academic work time for your online class.

A planner forces you to think about when you will complete your assignments and reminds you about important due dates such as your final exam. Although some of us would like to rely solely on short-term memory, a planner will provide timely reminders and help you stay on track.

Printer

We’ve heard from some students that they prefer viewing course documents on paper. Other courses may have student guided notes that you will want to fill in as you complete the lesson. While a printer is not required, it can certainly be helpful in some situations. If you don’t have access to a printer, you can always visit your home school’s media center and print materials there for free.