

Keeping Pace

Pacing in your courses is just as important as your performance on assignments. So, let us first look at how you know what should be completed each day. Start by clicking the Student App menu.

From the menu click Calendar.

By default, the calendar displays activities you should work on daily in each of your courses.

Within the panel on the left, you will see dots for each course in which you have activities due on a given day. For example, three dots means you have work to complete in three of your courses. You will not always have work due in every course each day.

You can focus your view by unchecking the courses you do not wish to see.

Never leave courses unchecked for long as you might accidentally hide activities you should be working on.

Within the right windowpane you see the assignments to work on each day. Some days, you might have a couple assignments due for a subject. Just click the spin-down arrow and click an activity.

Work through the lesson page being careful to complete all self-checks and activities.

Only after reviewing all lesson pages, click the Mark This Activity Complete button.

Now return to the calendar by clicking the platform back navigation arrow.

This returns you to the calendar view. Notice there is now a check next to the activity we just completed. Continue to the next activity of the day.

You do have the option to view more than a day at a time. By clicking the time frame menu along the navbar you can switch to a new view.

Here we are viewing a week of activities.

The day or week view are likely the easiest to manage for most students.

We have returned to the Student App home page. A second tool to help you keep pace is to periodically view the To-Do List.

The To-do-List in many courses shows only graded work you should be working on so may not reflect everything the Calendar does. However, It can provide you a quick glimpse to if you are starting to fall behind, So check it on occasion and make sure you do not have past due assignments listed here without a check next to them.

It is important to remember that work not completed eventually becomes a zero, so use your calendar too to keep pace daily and don't get behind.
