

CHECKLIST FOR KEEPING UP WITH YOUR CLASSES DURING AN EXTENDED ABSENCE



If you are unable to attend class due to illness or injury, below are some steps you can take to help you keep learning and staying on top of things in your classes.

Connect with your professors

- Complete the [Notification of Absence form](#) that will be sent to your professors letting them know that you will be missing class due to illness or injury.
- Email or call your professors as well. Draft and send an email like this:
Dr. Johnson, I am in your Tuesday/Thursday 11:00am HIST 1010 class. I will be missing class due to illness/injury. I would like to schedule a Zoom meeting with you to discuss ways I can keep up with your class. I am working on a plan and would like to review it with you. Please let me know when you are available to meet. Thank you. Sam Smith”
- Meet with your professor or TA via Zoom to get an idea of what you’ve missed and what you need to know.
 - Ask for their guidance on how to best stay on top of your work for the class.
 - Ask about rescheduling and/or making up any quizzes, tests, or other assignments you missed.
 - Share the plan you’ve created for staying on top of your work and ask them to review it and provide feedback.
 - If you think you need it, ask for an extension for any quizzes, tests or assignments you will be unable to complete by the due date.

Get organized and make a plan

- Review the syllabus for each of your courses so you know dates for quizzes, tests and assignments. Use the Academic Success Center (ASC) [“Rules of the Game” syllabus worksheet](#) to help you organize the information for all of your classes.
- Create a 30-day timeline for all of your classes that includes quiz and test dates and due dates for assignments. Use [ASC time management worksheets](#) to help you.
- Create a 30-day schedule of learning and study activities that includes when you are going to do things such as reading, practice problems, and write drafts of assigned papers. You want to prepare both for while you are away from class and for the weeks after you return to class. Use [ASC time management worksheets](#) to help you.
- Manage and monitor your time to keep up with course material and assignments. Utilize the calendar in Canvas to plan, manage and track your time.

Utilize your resources

- Connect with your classmates to ask questions and to request that they share their notes with you. Check out GroupMe or CU Navigate Study Buddies for study groups that have formed. You can download CU Navigate in the App Store under “Navigate Student”.
- Check Canvas for any class notes, announcements, and instructions for assignments that your professor may have posted.
- Utilize ASC learning and success services and resources. <https://www.clemson.edu/asc/>
 - Meet with an [academic coach](#) via Zoom
 - Attend any [PAL and tutoring sessions](#) offered via Zoom
 - Utilize the [online learning resources page](#) to connect to success strategy worksheets, videos, collaboration tools and apps.
- Utilize [Cooper Libraries’ online Open Educational Resources](#) (OER). OER provides access to high-quality textbooks, interactive simulations and labs, instructional videos and other materials that are specifically designed for online use and completely free for students.
- Meet with your assigned academic advisor via Zoom for guidance about academic policies and processes and for additional resources within your college.
- Contact [Office of Undergraduate Studies](#) staff to assist you if you have academic-related concerns you would like to discuss.

Engage in effective study and test prep strategies

- Distribute your study time over the course of several days.
- Utilize your study time effectively by engaging in active reading strategies to deepen your understanding of the course material.
- Read required course texts with intentionality and purpose
 - Start with the [SQR3 method](#): Survey the chapter or section, create questions as you read and turn section headers into questions, read for understanding, record notes as you read, and review what you read.
 - As you read challenging course material, create a list of your questions. Use this list for gathering more information as you engage in further reading and studying. This list can also give focus to your reading and help you stay engaged. Having a list of questions will also make your time with your professor, tutor, or PAL leader more productive.
 - Supplement your reading with OER resources. Sometimes using multiple sources of information can make it easier to master challenging concepts.
- Engage in active learning strategies to deepen your understanding of the course material
 - **Elaboration:** Explain and describe course concepts with many details as you can. For example, write out in words all of the steps for solving a math or chemistry problem or write a summary of key concepts or processes in your own words. Explain or describe concepts or processes to a study partner.
 - **Dual Coding:** Use words and visuals to describe course concepts. Write concepts out in words and pictures. For example, create a [mind map](#) for showing how course concepts are connected and interrelated.
 - **Concrete Examples:** Use specific examples to describe abstract concepts. For example, create a compare/contrast chart that shows similarities and differences among concepts and include examples.
 - **Working Problems:** Work multiple practice problems over time. Use the practice problems your professor provides or suggests. Take any practice tests your professor posts on Canvas.
 - **Interleaving:** Switch between ideas while studying. Instead of studying chapter 1-3 concepts in order, try studying chapter 3, then 2 and then 1.
 - **Retrieval Practice:** Practice bringing course concepts to mind. Create mini self-quizzes for yourself and try to remember the answers without looking at your notes or textbook.
 - **Spaced Practice:** Space out your studying over time. Instead of studying in a two-hour block, try four 30-minute sessions.
- Use active test prep strategies to check for your understanding of the course material.
 - Predict test questions and create a sample test.
 - Exchange questions with a study partner and try to correctly answer questions
 - Continue to review content you're having trouble remembering, explaining or applying
 - Utilize ASC [test prep worksheets](#).
- Conclude your study sessions with reflecting on and writing about what you've just studied
 - Note three things you have learned, two questions you still have and one concept you want to further explore.
 - Note concepts or processes you had trouble remembering, explaining or applying.
 - Engage in more practice and research for challenging course material.

Engage in other personal success strategies

- Motivate yourself by visualizing and setting your goals. Break down your goals into smaller tasks and manage your time by organizing your thoughts into a checklist. Consider possible challenges or setbacks that might pop up and plan a strategy to overcome or adapt to successfully accomplish your goal.
- Create an intentional routine for yourself and stick to it as closely as possible.
- Be forgiving and empathetic with yourself - it's OK to feel like this is a tough time - give your studies the best you can.
- Practice positive self-talk to calm test anxiety and decrease distractions.
- Create your own mantra to encourage productivity and confidence during typically stressful times like exams and presentations.
- Reduce distractions as much as possible
- Make getting sleep and good nutrition a priority.
- Incorporate movement in your day if you feel well enough – it can help relieve stress.
- Try to adopt and maintain a positive attitude. Reminding yourself that you are capable of getting through this challenge can make it easier for you to stay on top of things.
- Try countering unhelpful thoughts by reminding yourself of times when a loved one/coach/mentor/hero encouraged you during a challenging time.