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This personal planner was designed to help students track their remote/digital course requirements. Use it to record course-specific requirements. Some professors may share their faculty version with you, which will make it easier for you to copy and paste content over to your planner. Do ask them about this option.

In addition to this guide, we recommend scheduling your course sections, professors' office hours and other details on Google or Outlook Calendar or a digital platform of your choice.

You can find a brief "how to" guide at the end of this document. [Jump to](#).

## COURSE 1: [fill]

COURSE PROFILE			
Section of Class	Professor Information	Class Details	Office Hours
Lecture/Seminar	[name + email address]	Modality: When: Where:	[when] [where]
Lab/Discussion	<i>copy format from above, delete or change as applicable</i>		

COMMUNICATION PLAN		
How is your professor intending to communicate with you: _____	Which platform(s)	Notes
<b>course clarifications and questions</b> <i>Where and when can you contact your professor with questions or ideas—other than their office hours?</i> _____		When:
<b>course updates</b> _____	Email/Canvas/Zoom/ other	
<b>course content and materials</b> _____		
<b>course activities</b> _____		
other notes _____		

ACADEMIC PLAN		
What am I expected to do to attend class? _____	Lecture/Seminar	Lab/Discussion
<b>course modality</b> <a href="#">Click for more about course modalities</a> _____		
<b>how to attend class</b> <i>this information should be present in your course profile section; copy into this row or delete as desired</i> _____	Canvas asynchronous/ Zoom synchronous/ in-person/other	

<b>where to submit assignments</b>		
other notes		

*use this section to create a profile for each assignment*

assignment a (name and task description)	Due: Submit Via:	Digital tool(s) to use:
assignment b	Due: Submit Via:	Digital tool(s) to use:

## TECHNOLOGY NEEDS

What technology (digital or otherwise) do you need for this class?	Which platform(s)	Notes
<b>web-based software</b> <i>can be used through a web browser</i>		
<b>desktop-based software</b> <i>must download to use—most software will be available for web use: see <a href="#">Digital Learning Site</a>.</i>		
<b>Hardware, materials or physical tools</b>		
other notes		

## COURSE 2: [fil]

### COURSE PROFILE

Section of Class	Professor Information	Class Details	Office Hours
<b>Lecture/Seminar</b>	[name + email address]	Modality: When: Where:	[when] [where]
<b>Lab/Discussion</b>	<i>copy format from above, delete or change as applicable</i>		

### COMMUNICATION PLAN

How is your professor intending to communicate with you:	Which platform(s)	Notes
<b>course updates</b>	Email/Canvas/Zoom/ other	
<b>course materials</b>		
<b>course content</b>		
other notes		

### ACADEMIC PLAN

What am I expected to do to attend class?	<b>Lecture/Seminar</b>	<b>Lab/Discussion</b>
<b>course modality</b> <a href="#">Click for more about course modalities</a>		
<b>how to attend class</b> <i>this information should be present in your course profile section; copy into this row or delete as desired</i>	Canvas asynchronous/ Zoom synchronous/ in-person/other	
<b>where to submit assignments</b>		
other notes		

use this section to create a profile for each assignment

assignment a (name and task description)	Due: Submit Via:	Digital tool(s) to use:
assignment b	Due: Submit Via:	Digital tool(s) to use:

**TECHNOLOGY NEEDS**

What technology (digital or otherwise) do you need for this class?	Which platform(s)	Notes
<b>web-based software</b> <i>can be used through a web browser</i>		
<b>desktop-based software</b> <i>must download to use—most software will be available for web use: see <a href="#">Digital Learning Site</a>.</i>		
<b>Hardware, materials or physical tools</b>		
other notes		

## COURSE 3: [fill]

### COURSE PROFILE

Section of Class	Professor Information	Class Details	Office Hours
<b>Lecture/Seminar</b>	[name + email address]	Modality: When: Where:	[when] [where]
<b>Lab/Discussion</b>	<i>copy format from above, delete or change as applicable</i>		

### COMMUNICATION PLAN

How is your professor intending to communicate with you: _____	Which platform(s)	Notes
<b>course updates</b> _____	Email/Canvas/Zoom/ other	
<b>course materials</b> _____		
<b>course content</b> _____		
other notes _____		

### ACADEMIC PLAN

What am I expected to do to attend class? _____	<b>Lecture/Seminar</b>	<b>Lab/Discussion</b>
<b>course modality</b> <a href="#">Click for more about course modalities</a> _____		
<b>how to attend class</b> <i>this information should be present in your course profile section; copy into this row or delete as desired</i> _____	Canvas asynchronous/ Zoom synchronous/ in-person/other	
<b>where to submit assignments</b> _____		
other notes _____		

*use this section to create a profile for each assignment*

assignment a (name and task description)	Due: Submit Via:	Digital tool(s) to use:
assignment b	Due: Submit Via:	Digital tool(s) to use:

## TECHNOLOGY NEEDS

What technology (digital or otherwise) do you need for this class?	Which platform(s)	Notes
<b>web-based software</b> <i>can be used through a web browser</i>		
<b>desktop-based software</b> <i>must download to use—most software will be available for web use: see <a href="#">Digital Learning Site</a>.</i>		
<b>Hardware, materials or physical tools</b>		
other notes		

## COURSE 4: [fill]

COURSE PROFILE			
Section of Class	Professor Information	Class Details	Office Hours
Lecture/Seminar	[name + email address]	Modality: When: Where:	[when] [where]
Lab/Discussion	<i>copy format from above, delete or change as applicable</i>		

COMMUNICATION PLAN		
How is your professor intending to communicate with you:	Which platform(s)	Notes
course updates	Email/Canvas/Zoom/ other	
course materials		
course content		
other notes		

ACADEMIC PLAN		
What am I expected to do to attend class?	Lecture/Seminar	Lab/Discussion
<b>course modality</b> <a href="#">Click for more about course modalities</a>		
<b>how to attend class</b> <i>this information should be present in your course profile section; copy into this row or delete as desired</i>	Canvas asynchronous/ Zoom synchronous/ in-person/other	
<b>where to submit assignments</b>		
other notes		



*use this section to create a profile for each assignment*

assignment a (name and task description)	Due: Submit Via:	Digital tool(s) to use:
assignment b	Due: Submit Via:	Digital tool(s) to use:

## TECHNOLOGY NEEDS

What technology (digital or otherwise) do you need for this class?	Which platform(s)	Notes
<b>web-based software</b> <i>can be used through a web browser</i>		
<b>desktop-based software</b> <i>must download to use—most software will be available for web use: see <a href="#">Digital Learning Site</a>.</i>		
<b>Hardware, materials or physical tools</b>		
other notes		

**DIGITAL LEARNING SUPPORT**

Visit the DLINQ Digital Student Resources Site at [go.middlebury.edu/digitalstudent](http://go.middlebury.edu/digitalstudent) learn more about the digital learning resources used at Middlebury and for access to our tutorials and support systems.

Email [dlinginterns@middlebury.edu](mailto:dlinginterns@middlebury.edu) with questions and concerns. This mailbox will be checked and responded from between 10 am and 5 pm (EDT) between Monday and Friday.

If you would like to have a one-on-one or group consultation, please schedule a consultation on [our website](#).

**HOW TO USE THIS GUIDE**

Customize this document to meet your needs. This modular template can be adjusted to suit your course load, academic and technical needs and aesthetic preference. Learn more at [Google's Docs Support Center](#).

If ever you are unsure about how to format this document, use the search menu function in the help menu below the document's title: Help → Search the menus → enter your target feature.

**Template Key**

Expression	Expectation
<b>[Fill]</b>	Delete the bracket and text to add the name of your course
<b>Heading</b>	The title of a column or row. This will suggest the type of information expected to be added to a cell
<i>Context or Resource</i>	These are notes to help guide you through the document or point you to other resources
[text]	Replace the brackets and text with the content requested by the column and row titles
Text:	Add the requested content to the space after the colons
	Follow the titles in the column and rows to fill blank boxes.

"Email/Canvas/Zoom/other"	This stream suggests options that may be added to this cell. Delete, highlight or modify to indicate your response.
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**Adding Courses**

To add a course to this template, simply copy one of the pre-existing course sections and paste it where you would like it to go and edit.

To add the new course to the "Jump to" bar at the head of the document follow these step:

Note: this bar will be edited as any other Google table and that the new course title line "COURSE X: [fill]" will automatically be read as a heading and will appear in the side menu of the document.

1. In the Jump Bar, right click on any of the blocks or titles, "Course 1- 4", and click "insert row below" to extend the table.
2. Copy and paste the titles of the first row into the second.
3. Left click on a newly pasted title and using the edit tool (the pencil icon), update the title and link to jump to the heading of your new course section. You will need to unlink the title to its existing heading and link to the new one.
4. The format of the text will change once the title changes. The "Paint Format" option can help you quickly return to the original format. This is the fifth function in the menu bar or can be found using the search menu function in Help.

**Add Links**

Quickly insert links into lines using ctrl + k on Windows and cmd + k on Mac.