# **Online Class Task Planner**

My Name :\_\_\_\_\_

Week/Day:\_\_\_\_\_

Communication	When I checked my email today, I replied back to or wrote to the following people:									
Week Of: Date:	Person or People Emailed	Subject	What I Need to Do to Move This Forward	People Who Can Help Me With This	`Action Items (What I Need To Do)	How I Resolved This				

# FACILITATOR FEEDBACK

Date	Subject	Facilitator	Week Number	Assignment Name	Facilitator Feedback	What I Need to Do to Improve Next Time

## **CLASS PLANNING TOOL**

When I look under "Pages" in my course(s), click on the week I'm working on, and view the agenda for that week, I know today I need to complete the following tasks, assignments, and discussions:

Course 1:Course 2:Course 3:

Course 4:

Course 5:

Course 6:

Date	Course Name	Subject	Week Number	Assignment Name	How Long I Need to Finish This	My Goal for Today	Did I Meet My Goal?	Deadline
Monday, 11/20	l'm Only Human	Science	1	Scavenger Hunt	Two Days	Complete first half.	Yes	Wed, 11/22



# **Question Corner**



#### **I HAVE QUESTIONS ABOUT...**

-Things to include: 1) Subject, 2) Assignment, 3) Week Number, 4) Specific Question(s)

-Example: I have a question about math. In week three on assignment number two, I'm not sure how to perform problems 12-24.

This is my space to jot down notes, questions, etc while you work on my courses!

- 1. First
- 2. Second
- 3. Third
- 4. Fourth

## I ENJOYED LEARNING ABOUT ...

-Things to include: 1) Subject, 2) Assignment, 3) Week Number, 4) Specific Example(s)

**-Example:** I enjoyed learning about figurative language in my English course. In week three, we got to write a short story using onomatopoeia, and I chose to write my story in comic book style to really emphasize that style of language.

- 1. First
- 2. Second
- 3. Third
- 4. Fourth

#### **REFLECT TO REMEMBER**

1. On a scale of 1-10, I would rate my productivity & success as a \_\_\_\_\_ today:

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0	1	2	2 3	3 4	5	6	5 '	78	3 9	) 1	0

2. I took steps toward completing or completed the following tasks today:

Date	Task	What I Achieved	What Is Remaining?	My Due Date

3. One thing I learned that inspired me or interested me to dig deeper was \_\_\_\_\_. This was important to me because...