

How to prepare for and complete a lecture exam

1. **Hand write** in your notes the assigned learning objective prompts.

Why?

- First, you will not be provided the learning objective prompts within the exam link.
- So, and leading into the second reason, when you HAND WRITE the prompt, you will be aware of what you are PREPARING for (no sense to even start if you don't know where you are going [make sense???]. This is meant to empower you. When you choose to empower yourself, you are expressing your worth. A worth you deserve!

2. View the provided videos and read the notes designated for each LO.

3. As you view and read, take notes adhering to the [writing guidelines](#).

- **Think about this:** If you think being brief and doing the minimum saves you time, consider this: when you don't put the initial time to prepare a thorough response will require you to complete more assignments within the unit than necessary.
- When you prepare, you earn more points, **therefore getting to the 60% threshold sooner!** Does that sound better? Of course it does! Take the time --to save the time. **You are worth that time!!!**
- When taking notes and responding to the assigned learning objective prompts, or for any writing activity for that matter --in this course , --please be sure to provide specific relevant examples from the assigned text, videos, audio files, and primary sources. This could include specific dates, individuals, geography, demographics, people, movements. Read this document thoroughly. You will reach your potential and distinguish your talent as a thoughtful writer.

4. Once you respond to each learning objective after reviewing the videos and notes (in this case three learning objectives) you are ready to begin the timed, proctored exam (90 minutes). From your notes, transcribe, type your notes to the provided window within the lecture exam assignment link.

5. It does help to practice ahead of time. Set a timer to 90 minutes and type in a word doc. using your notes as a point of reference. This will develop the necessary familiarity with the content for each learning objective prompt so you are not entirely tied to your notes while actually taking the exam. 90 minutes can go by quite fast if your notes are incomplete, disorganized, scattered, and/or buried at the bottom of a backpack.

6. Once you complete a lecture exam, you must contact the instructor via Pronto to let him know.