

Daily Routine Checklist for Successful Online Students

The most successful online students follow the elements listed below to maintain a daily routine when engaging in online courses.

Log in Daily

Students are expected to login to their courses daily. This ensures that students stay up-to-date on instructor messages and coursework.

*<https://coloradodls.org/login>

Review Due Dates

Students need to review course due dates and deadlines often. If students are able, they are encouraged to print the due dates page and post it in their dedicated workspace.

Additionally, many students find it helpful to create a schedule for themselves.

Review Messages

Students must review and respond to messages in the Genius dashboard to communicate with their instructor(s).

It is critical for success that students communicate with their instructor(s) often and ask for help right away if they need assistance or have questions.

Maintain Focus

Students must remain focused on coursework and not skip the reading lessons and tutorials. These course elements are critical to student success and understanding of content. Once students have completed the reading/tutorials they need to complete any assessments, activities, and discussions as outlined by the instructor.

Time Management

Students should expect to spend at least 4-5 hours a week in each course—just like if they were attending class in a regular school building.

Students will have the flexibility to review material they didn't understand and to move faster if they are ready to move on.

Organization

Before beginning work each day, students should organize their dedicated workspace by removing any distractions, such as cell phones and loud music.

Also, students should have a notebook and writing utensil to take notes with as they review lessons and tutorials.

Checklist

-  Log in daily
-  Review Due Dates/Deadlines
-  Review and Respond to Messages
-  Maintain Focus
-  Manage Time Wisely
-  Organize Workspace

Key Things to Remember

CDLS courses are NOT self-paced. Students will be working off a week-to-week schedule that their online teacher posts. Activities must be complete by the end of the day (11:59 pm) listed in the schedule.

If students miss a due date, their online instructor will record a 'zero' for that assignment or activity. The reason for this is so student's local school site coordinator will know what assignments or activities are missing. Students can still complete missing assignments and can work with their online instructor to submit them.

CDLS online courses are NOT easier than face-to-face courses. Students will complete similar activities and take tests like they would in a classroom. PLUS, students need to manage their time to ensure they complete the online activities on time.

CDLS courses are NOT less time intensive than courses taken at their school. So, students will not spend less time taking CDLS online courses, however, they have the freedom to organize their time differently!