**Planner for Transitioning to Online Classes – Continue to Update as Information Becomes Available**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Class: | Class: | Class: | Class: | Class: |
| How is the lecture material going to be delivered?  (for example, on Canvas, on YouTube, with Zoom, etc.)  List the ways here. |  |  |  |  |  |
| If the course has a laboratory component, how will the laboratory material be delivered? |  |  |  |  |  |
| Are there specific lecture times? If yes, when?  Day/Hour |  |  |  |  |  |
| Are there online office hours? Through Zoom? Canvas? Other/?  List the office hours here.  Day(s)/Hour(s) |  |  |  |  |  |
| What resources do you need to be successful?  For example, tutoring, Writing Center help? |  |  |  |  |  |
| Do you have concerns?  Write them down and then reach out to your instructor |  |  |  |  |  |
| Any questions you have?  Write them down and then reach out to your instructor |  |  |  |  |  |
|  | **ASSIGNMENT DUE DATES FOR THE REST OF THE SEMESTER (WEEKS 10-15)** | | | | |
| Week 9 - March 16-20 |  |  |  |  |  |
| Week 10 - March 23-27 |  |  |  |  |  |
| Week 11 -March 30-April 3 |  |  |  |  |  |
| Week 12 - April 6-10 |  |  |  |  |  |
| Week 13 - April 13-17 |  |  |  |  |  |
| Week 14 - April 20-24 |  |  |  |  |  |
| Week 15 - April 27-30  FINALS - May 1-7 |  |  |  |  |  |

**\*Resource taken from Maine Maritime Academy\***