

Tips to Stay on Track with Module Completion

Here are some tips that can help you stay on track with module completion in your AMDEC course(s):

- 1) **Make a module completion schedule** that will allow you to finish your course(s) by your anticipated completion date. It is a good idea to aim to finish at least 2 weeks prior to your anticipated date so you have a cushion of extra time at the end of the course(s). Remember that you will need to complete more than the minimum number of modules required each month to complete your course(s) within the timelines available. There are several different templates for developing a schedule posted in the Guidance Office classroom on FirstClass. Feel free to use whichever one works for you, or develop your own.
- 2) **Print your module completion schedule and post it in prominent places** so that you have constant reminders about when you have modules due.
- 3) **Send your teachers a copy of your module completion schedule** so they can help you stay on track.
- 4) **Give a copy of your module completion schedule to a parent/guardian, sibling, good friend** or someone else that can check in with you regularly (and check the Front Desk website) to make sure you are staying on track with your module completion.
- 5) **Schedule specific times each day or week to work on your AMDEC course(s)**. If you have a specific time scheduled, you will be more likely to work on your course(s) at that time.
- 6) **If you are unable to meet a deadline, please make sure to email the coordinator** (using the link provided in the Contact AMDEC folder on your FirstClass desktop) to explain why you were unable to meet your deadline as well as when you expect to have the work handed in.