



Avon Maitland District eLearning Centre (AMDEC)

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Education for the digital generation



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Tips to Stay on Track with Module Completion

Here are some tips that can help you stay on track with module completion in your full credit 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 module required each month to complete your course(s) within the timelines available. Templates for developing a schedule are sent to each student via email by AMDEC Guidance, and are also available on our AMDEC website (<http://amdec.avonmaitlandsecondary.ca/>) under the Resources tab.
- 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 your teacher before the deadline** to discuss a plan for moving forward. In your email, be sure to explain why you are unable to meet your deadline as well as when you expect to have the work handed in.
- 7) **Be sure to stay in regular contact with your AMDEC teacher(s)**. They are there to support your learning and answer any questions you have. Teacher email addresses should be located in the Course Resources widget on your course homepage, but can also be found on the Contact Us page of our AMDEC website (<http://amdec.avonmaitlandsecondary.ca/>).
- 8) If you have questions that your teacher is unable to answer, please do not hesitate to contact our **AMDEC Office, AMDEC Guidance, AMDEC Tech Support or the AMDEC VP**. Email and phone contact information can be found on the Contact Us page of our AMDEC website (<http://amdec.avonmaitlandsecondary.ca/>).