

# BU101 Completion Tracking- EDU

AZ Learning Services is happy to help customize tracking to your needs. Please see the list below to explore lesson components and identify trackable tasks.

| Lesson                                    | Main Components   | Trackable |
|---|---|-----------|
| <b>1. Tech Skills &amp; Assignments</b>   | <input type="checkbox"/> Tech check (system requirements)                   |           |
|   | <input type="checkbox"/> Office 365 Accounts (including e-mail and MFA)     |           |
|   | <input type="checkbox"/> Down/ Uploading assignments on Sakai               | ✓         |
|   | <input type="checkbox"/> Teams/ Lifesize intro, practice & troubleshooting  |           |
|   | <input type="checkbox"/> Forum Participation                                | ✓         |
|   | <input type="checkbox"/> Summative Tech Skills Quiz                         | ✓         |
| <b>2. Planning Your Term</b>              | <input type="checkbox"/> Navigating a Syllabus video                        |           |
|   | <input type="checkbox"/> Term planning tutorial (time management)           |           |
|   | <input type="checkbox"/> Term planning practice                             | ✓         |
|   | <input type="checkbox"/> Summative Planning Your Term Quiz                  | ✓         |
| <b>3. Preparing for Class</b>             | <input type="checkbox"/> Strategic Reading Video                            |           |
|   | <input type="checkbox"/> Note taking strategies & practice                  |           |
|   | <input type="checkbox"/> Reformatting and reviewing notes video             |           |
|   | <input type="checkbox"/> Preparing for seminar video                        |           |
|   | <input type="checkbox"/> Summative Preparing for Class Quiz                 | ✓         |
| <b>4. Academic Integrity</b>              | <input type="checkbox"/> Academic Integrity Tutorial                        |           |
|   | <input type="checkbox"/> Academic Integrity Policy Review                   |           |
|   | <input type="checkbox"/> Summative AI Quiz (scenarios tailored for faculty) | ✓         |
| <b>5. Research &amp; Academic Writing</b> | <input type="checkbox"/> University and Research Writing video              |           |
|   | <input type="checkbox"/> Writing Reflections video                          |           |
|   | <input type="checkbox"/> Intro videos to library and Omni                   |           |
|   | <input type="checkbox"/> Intro to Liaison Librarians video                  |           |
|   | <input type="checkbox"/> Library Research Guides                            |           |
|   | <input type="checkbox"/> Summative Research and Writing Quiz                | ✓         |
| <b>Full BU101 Completion</b>              |   | ✓         |