



Planning Sheet for Self-paced Courses

Use this planning sheet to figure out how much time you will need to complete your course and when you should take your exams. If you need this course to meet a personal goal (e.g., graduation), take that into account when you make your plan.

Name of course _____

How much work is required in this course?

How many lessons are there? _____

How many progress evaluations (graded assignments) are there? _____

Note: Some lessons may not have progress evaluations.

How many exams? _____

How many progress evaluations (graded assignments) are you allowed to submit each week? _____

What is the minimum number of weeks this course will take?

Divide the number of Progress Evaluations (graded assignments) in the course by the maximum number you are allowed to submit per week. _____

Add 2 weeks to request each exam. + _____

Add 3 weeks (per exam) for Missouri Online to evaluate and report your grade. + _____

The **TOTAL** will tell you the minimum number of weeks this course will take. **TOTAL** = _____

When should you turn in the Progress Evaluations?
(graded assignments)

Check your calendar to figure out how much time you have to work on this course. Be sure to allow for the unexpected!

What is today's date? _____

When do you need your grade? _____
(If that date is not at least one month away, call 573-882-2491 immediately.)

How many progress evaluations (graded assignments) should you turn in each week to meet your goal? _____
(Make sure this number does not exceed the number of progress evaluations you are allowed to submit each week.)

Are you ready to take your exams?

- Complete all required lessons.
- Locate an eligible exam supervisor.
- Request your exam.

Make a schedule.

- Use the charts on the back of this sheet to set goals and track your progress.
- Post your plan where you can see it.
- Check your plan regularly.

Name of course _____ Goal for Completion _____

Progress Evaluations
(graded assignments)

Progress Evaluation (graded assignment) Number	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16
Date you plan to submit each Progress Evaluation (graded assignment)																
Date actually submitted																
Date lesson report received/score																

Examinations

Exam																
Which lesson does this exam follow?																
Date you plan to take each exam																
Date you should request exam (allow at least 2 weeks)																
Date exam requested																
Date exam taken																
Date exam report received/score																

Allow at least 1 week between each exam.