

Scheduling your semester

Keep track of commitments

Schedule your assignment, test and exams dates along with your social, family and work commitments so you can identify and plan for your busy weeks during semester.

Why?

By identifying busy weeks you can make sure you start working on assignments early (and don't miss out on fun social activities!) This can prevent being stressed and panicked.

Planning tools

Many students use a mixture of digital and paper tools to plan and keep track of their activities. You will need to find a system that works for you.

Big-picture semester view

Use MyAucklandUni to get an overview of important semester dates, your weekly timetable and your daily schedule. You can access:

- Class timetable
- Canvas calendar
- Exam timetable
- Academic dates
- Enrolment dates
- What's On – student events

www.myaucklanduni.ac.nz

Wall planner

Put assignment, tests and important deadlines in a wall planner somewhere visible.

Tip! Colour code different courses or activities to get a sense of where you're spending your time.

Sync your online calendars

Get everything in one place: e.g. the calendar app on your phone or use the Google calendar associated with your university email address.

1. Get assignment and test dates from Canvas (<https://canvas.auckland.ac.nz>).
2. Import your class timetable using UoACal (<https://uoacal.auckland.ac.nz>).
3. Add any other important uni dates e.g. exams, enrolment dates (see MyAucklandUni).
4. Add in social, family and work commitments.

Use a diary

If you prefer to keep track of your deadlines on paper, you could use a diary to get a snapshot of your week and plan your daily tasks.

Tip! Keep a printed copy of your timetable from Student Services Online at the front of your diary. Identify gaps for completing tasks and having breaks.