Keep Learning | **General Tips for Online Learning**

Creating a Space Conducive to Learning:
+ Create a study space separate from your leisure space
+ Ensure that you have reliable internet access.
+ When in an online class or doing work for an online class, do not have any other windows open
+ Have your phone silent and away—just like in class or use do not disturb settings
+ Establish guidelines with other people you may live with regarding reduced distractions when you are working (ex. do not disturb unless urgent)
+ Take notes during remote classes, including while watching recorded video lectures, and be engaged in the class as you would on campus

Time Management:
+ Maintain a regular schedule—this includes time spent in online class, doing work, eating, sleeping, etc.
+ Continue using organizational strategies that you have been using on campus—agenda books, outlook calendars, syllabi. If your professor has adjusted the course syllabus based on the current response to COVID-19, make sure you record any changes to assignment deadlines or exam dates.
+ Use timers to keep track of time at home. If you take a study break, set a timer so that you know you have a hard stop when it goes off
+ You are responsible for submitting all deliverables on time
+ Schedule leisure time and time to connect with friends and family to ensure work-life balance continues. Especially if you are restricted to your living space, it is important to keep a balance for mental and physical health

Communication:
+ Just because you are remote, does not mean communication should become less—it should become more
+ Use email to communicate with professors as needed—clarify instructions and ask follow up questions if you are unclear of expectations
+ Learn the technology to continue to work in groups with classmates—Zoom, "Meet Now" through Microsoft 365 Teams, Skype for Business, etc.
+ Regularly participate in the online discussions in class—especially with remote classes, participation is what can help drive a class forward and enhance learning
+ Check-in with your professors to let them know you care about your course.