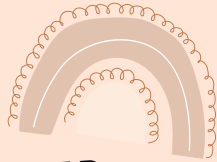


TIPS FOR ONLINE LEARNING



STAY ORGANIZED

Things may have changed in your classes, go back and check all of your course syllabi. Keep track of how each class is meeting. Have assignments and due dates changed? Using a planner or calendar is more important than ever. If you start to feel overwhelmed try creating realistic to-do lists!

SET A SCHEDULE

Setting a schedule will help you structure your time and keep you motivated. Many of us are used to having time commitments every day. Without these you can feel like you have all the time in the world to get your work done. You will be surprised how fast all that time slips away. Keep a schedule & stick to it.

TIP: Try using Google Calendar to plan out your day, you can even set up reminders for your assignments! Canvas also has a calendar available.

AVOID MULTITASKING

You will be doing more on your own with a less structured schedule, you might be more tempted to multitask. We all think we can do more than one thing at a time (like write a paper and watch TV or read and listen to music) but the research disagrees. Even when you think you are multitasking you are really "micro-tasking" switching between tasks really quickly.

TIP: "Multitasking" takes longer. Work on your paper for an hour and reward yourself with 20 minutes of TV.

STAY CONNECTED

Use virtual office hours, reach out to your classmates, and use virtual tutoring.

TIP: Take a break and schedule a video call with family & friends. Talking with loved ones is often really helpful when you are stressed.



BE FLEXIBLE & ADAPT

Your routines may have to adjust during this time, look for ways to adapt your usual habits or form new ones.

TIP: If you thrive on a tight timeline and are concerned about your more open schedule try to create a schedule that mimics a tight timeline.

COMMUNICATION IS KEY

Check Canvas and your email regularly, this means multiple times a day. Reach out to faculty & staff for resources and additional support, we are all here to help, you just need to let us know!