

10 TIPS FOR ONLINE LEARNING

1. If you're having trouble holding yourself responsible [for completing assignments], pair up with a fellow classmate, or enlist the help of a friend to check in as an accountability partner.
2. Don't expect the instructor to be available 24/7. Sending an 11:57 p.m. email about an exam that closes at midnight is not a successful strategy.
3. Set up good lighting and comfortable seating. Lighting in the room should be at least as bright as the computer screen to avoid eye strain.
4. Online students do not have the advantage of raising their hands to ask the professor a question in class. Instead, you will need to contact your professor by phone, email, or Skype/Zoom if you need help clarifying concepts, assignments, discussions, etc. The more you ask, the more you know!
5. Stay organized. If you have separate binders, notebooks, and folders, you will be able to locate assignments easier. Also, avoid clutter.
6. Communicate with your classmates, as this will help you feel connected to them, even in an online setting.
7. Avoid interruptions during the times you've set aside as class time. Turn off your cell phone. Let family members or housemates know not to distract you when you are 'in class.
8. Create a weekly schedule that you follow, designating certain hours each week to read, watching lectures, completing assignments, studying, and participating in forums. Commit to making your online coursework part of your weekly routine, and set reminders for yourself to complete these tasks.
9. Participate in the course's online forum to help you better understand course materials and engage with fellow classmates. This might involve commenting on a classmate's paper on a discussion board or posting a question about a project you're working on. Read what other students and your professor are saying, and if you have a question, ask for clarification.
10. Stay healthy! "Mens sana in corpore sano: A healthy mind in a healthy body". Our brain can only work to its fullest if our body is well. Have regular breaks that involve exercise and fresh air and eat good food! Preparing a healthy meal or going for a run is not wasting your time.