DOS AND DON'TS OF ONLINE LEARNING

DO:

KNOW THE SYLLABUS

(keep track of necessary textbooks, grading policies, quiz & exam dates, etc...)

USE PLANNER/WEEKLY SCHEDULE/REMINDERS

FREE online calendars: https://calendar.google.com https://outlook.office.com/calendar
FREE printable daily and weekly planners: https://daydesigner.com/collections/printable-library
FREE reminder app: https://www.any.do/
WaLC resources: Semester at a Glance calendar, Weekly Schedule worksheet

COMMUNICATE WITH PROFESSORS

Professors are learning to adjust just as we are! Both your success & their success can depend on open communication!
Email: a brief introduction, questions, or feedback
Schedule: an in person or zoom meeting
Take advantage of office hours!

INTERACT WITH PEERS

Connecting with your classmates will allow you to gain exposure to a variety of perspectives, practice articulating your ideas, receive feedback on your thoughts, and avoid isolation!
Participate: discussion boards, peer reviews, & group conversations
Share: research & experiences
Plan: socially distanced, safe meet ups with classmates

DON'T:

STRESS

Stress can be good, bad or neutral; bad stress (distress) must be managed for academics to be managed.
Practice: positive self talk
Cut out: excessive levels of caffeine
Work on: getting enough sleep and exercise
Avoid: overloading your schedule

CRAM

Virtual instruction allows for personal flexibility; instead of showing up to a classroom at a designated time, you get to <u>make your own schedule</u>

Spread out: your assignments and commitments

Practice: working through academic tasks in increments

WaLC resource: Time Management handout, Time Management workshop

https://www.ecpi.edu/blog/successful-online-learning-strategies

https://masononline.gmu.edu/success/