

TOP TIPS FOR YOUR ONLINE CLASSES



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Due to the pandemic, more students are using online classes than ever before.

***Here's how to do well
from home!***

When your class moves online...

Whether you have take an online class before or not, these tips will help you **stay on track without unnecessary stress**. These tips are designed for classes that meet live (synchronous) as well as those that are self-paced (asynchronous).

Millions of students have taken their courses online...with mixed amounts of success. Use these tips to ensure you will stay on top and succeed.

1. **Designate a Workspace:** Set up your device and supplies in the same place each day. It matters less where that space is; just make sure you build a habit. This environment will alert your brain to move into "school mode," saving you time and energy as you begin.



2. **Use Paper and Pencil:/Pen** An online class may sound like you can limit your learning activities, such as note-taking, to electronics alone. However, brain science suggests that you deepen your long-term memories by handwriting and/or sketching your notes. Don't skip this step within e-learning. Write notes down by hand.

3. **Maintain Focus:** There are plenty of distractions when you are taking an online class, including people and pets. You also may have access to your phone that would not be there in a regular classroom. Online students must *choose* to stay focused. Help yourself by choosing "do not disturb" on your phone, closing the door, turning off any nearby distractors. Help your brain by shaping the environment and remove most distractions.

4. **Get Organized Electronically:** Most online classes include lots of digital handouts and resources. Create a system and stick to it: name the files, store them in a common place, and delete things you don't need.



5. **Communicate with your teacher or professor:** Instead of catching them after class with a quick question, an online class usually requires email or other digital messaging. Find out asap how they want to be contacted. Will there be open times for questions? Is it via a discussion thread or video? etc. Confirm this expectation before you really need to communicate, so you aren't wondering when it's crucial.



6. **Separate from your device:** Make sure to take frequent breaks away from your computer or tablet. Stretch. Walk around. Get fresh air. Research suggests you should do this every 30 minutes.

7. **Be patient and flexible:** Recognize that online courses cannot be exactly like in-person classes. There are advantages and disadvantages of each. Offer patience when things aren't going as smoothly as you would like. Meanwhile, enjoy the positives of a more independent learning environment!