Tips for Managing Online & Remote Learning

Learning in an Online and/or Remote environment can be extremely challenging, so **be patient with yourself** and don't hesitate to **ask your professor for help!** ☺

Here are some suggestions that you may find helpful to get (and stay) on track:

Course Preparation

- Attend and participate in all remote class sessions so you don't fall behind.
- When attending classes remotely, **activate your camera**, if possible, so that your professor has a face to associate with your name. They will be able to see that you are engaged in the class.
- Online/distance learning is a self-directed learning environment that doesn't allow for any short cuts and requires you to be organized.
- **Read all assigned material.** This will keep you current with what's going on in the class.
- **Always ask questions** when you don't understand something – during a remote class, via email, or visit your professor during their office hours to get the clarification you seek.
- Submit all assignments on time!
- **Caution - *My Warren* Discussion Boards Time Out!** It is recommended that you type up your discussion board posts and responses in a Word document that you can then copy and paste into the discussion board. This will save you time and eliminate the frustration of losing your entries if you take too long to submit it.
- Designate a location in your home, or wherever you will be tending to your course work that has minimal distractions, is quiet, well-lit and conducive to your learning. If background noises are a distraction, music on a low volume setting or a white noise machine may help to drown out the noise.

Time Management

- ***Key Tip*** **For Online Classes** - Designate <u>at least two</u> specific days & times each week to claim as your class time, and "go to class" using that time to tackle the various readings/assignments/projects for each course.
- Review your course syllabi and post all assignment deadlines, test dates, etc. in a daily/weekly/monthly planner of your choosing to help you keep track of important due dates.
- Designate time to prepare for these assignments, study sessions, etc., and include that time in your planner, as well.
- Make sure to schedule enough time to *realistically* complete a task/assignment. – It is unrealistic to think you can complete a quality, in-depth research assignment in 30 minutes.
- **Make a daily *To Do List*** and prioritize tasks.

Study Tips & Academic Support

- **Form a Virtual Study Group**. Reach out to your fellow students via a post on your class' online discussion board or during a remote class session, to invite them to join a weekly Zoom session to review concepts, material, upcoming projects, raise questions, etc. Establishing a study group will help you and your peers feel less isolated, creating a wider network of support for each other…after all, you are all in this together!
- Take notes and review frequently to keep material fresh in your mind.
- Seek tutoring and academic skill building opportunities through the Instructional Support Center. Contact Rose Lynch (lynchr@warren.edu) for assistance.