

## Tips To Be A Successful Online Learner:

- Treat online and on campus classes the same
  - Treat an online class the same way as an on-campus course.
  - Be prepared.
  - Your professors will have work you'll do on your own time, as well as live, real-time lectures or discussions.
  - Be sure to dedicate the time necessary to do work on your own time.
- Stay Engaged – It might feel more challenging right now, but our goal is for students to stay connected and engaged with the campus, their classmates, advisor, and faculty.
  - Collaborate in online course discussions to better grasp the course materials and connect with classmates.
  - Set up a [Google Hangout](#) to have group discussions.
  - Request a virtual meeting with your professor if you have questions about the material.
  - Reach out to your professor if you are falling behind with the online coursework for any reason. It's better to get the help you need as early as possible.
- Time Management
  - Plan ahead. Use a day planner or Google calendar to keep track of deadlines and assignments.
  - Create a daily and/or weekly schedule that includes online class time and study time.
  - Don't multi-task.
  - Set a timer. Using a timer or phone alarm for 25-40 minutes allows you to work uninterrupted for a scheduled period of time and will help you stay on track.
  - Review each course syllabus to ensure you stay on top of upcoming tests and quizzes.
- Practice mental wellness and avoid burnout
  - Take short 5-15 minute breaks after working on the computer for 25-40 minutes.
  - Move around and stretch.
  - Relax in ways that de-stress. Get a good night's sleep, 7-8 hours, every day.
- Staying focused and eliminating distractions will help you meet deadlines and avoid procrastination.
  - Once again, set time aside each week as class time and study time.
  - Don't let Netflix, Amazon shopping, or YouTube distract you from meeting course deadlines.
  - Figure out what strategy works best for you.
- If you need help staying focused, consider creating lists using a project management tool, such as [Trello](#) or [Smartsheet](#), to help organize tasks.
  - If you prefer a traditional to-do list, then look at digital notebooks like [Todoist](#) or [Evernote](#).
  - [Cold Turkey](#) and [Freedom](#) can help eliminate distractions by blocking the apps and websites such as Youtube, Snapchat, and Twitter.
- Academic Advisor
  - Reach out to your advisor for guidance and support.
  - Advisors are available via email, phone, and Zoom.
- Educational Environment
  - Wherever you choose to study, organize your space to help you focus on your studies, ensure reliable high-speed internet as best you can.
  - Earphones may be helpful if your professor posts a required course video to watch.
- Keep your device(s) charged!

