**INTRO TO ONLINE LEARNING**

**PREPARE FOR CHANGE**
How your classes happen will change. Be as ready as you can for what is coming.
Some things you’ll want to be sure to know are:
- How class will be conducted.
- If there are class meeting times or if work is completed on your own.
- If current assignments or due dates will change.
- How to submit assignments.
- How to contact your instructor.

**STAY ON TASK**
Your time may be less structured now, and it’s easy to be distracted. While it’s tempting to multitask, it’s not a good way to learn. Habits to help you stay on task include:
- Limit distractions. Turn off the TV, phone and stay off social media.
- Focus on one thing at a time.
- Try to focus for 25 or 50 minute periods then reward yourself with 5 or 10 minute breaks.
- Have a dedicated space to do your work.
- Stay organized. Write down tasks, make to-do lists and keep on top of your work.

**SETTING A SCHEDULE**
Much like having a designated space, clearly defining times to complete tasks helps ensure you use your time well. When making a schedule, remember:
- You can set up your tasks, daily, weekly or monthly – whatever works for you.
- Remember to include time for exercise and self-care.
- There are a variety of tools that help, such as Google Calendar.

**MAKING THE MOST OF VIDEO LECTURES**
While you’re still taking classes, online instruction is different. Keep these things in mind:
- Find out how to ask questions. Is there a chat feature? Is there a discussion forum?
- Close distracting tabs and apps.
- Continue to take notes as you would if you were there in person.
- Watch recordings at normal speed. Research shows that playback speed of 1.5x can lower your retention and can result in lower scores on assessments.

**WORKING WITH A GROUP OR TEAM**
With requirements to limit contact with other people and classmates that could be in different communities or even states, working with others to complete coursework requires ingenuity.
- The university provides all students with access to Zoom and Google Drive. These products have many features that can increase the efficiency and productivity of your group or team.
- Coordinate schedules when meetings are required and be respectful of others’ commitments.
- Try to limit background noise and distractions during virtual meetings.

**UPDATE YOUR LEARNING STRATEGIES**
Online courses operate differently than in-person courses, so you may need to adapt your methods. Some changes may include:
- If you make friends in class and study in groups, try a virtual or phone-based study session with classmates.
- If you thrive on timelines, but your online class allows you to work at your own pace, think about working with others or setting up a schedule.
- If you typically have questions during class or talk to your instructor during office hours, use the chat function in Zoom, discussion boards in Blackboard, or email your instructor directly.
- If you regularly visit The Learning Center @ Rod Library, visit tlc.uni.edu for remote tutoring and other online resources.
- If you usually do most of your homework in between your in-person classes, use your Google Calendar or daily planner to block out time for each class/assignment/study session.