

A Few Tips for Online Learning

Self-management

Self-management is probably the most important skill for college students-- particularly those who enroll in online classes.

- Manage your time in a way that will promote success, which can also prevent extra stress. Check out our [Guide to Planning](#) to get started.
- Check your email, or other form of communication from your professor, daily. See [Tips for Effectively Managing Email](#) for assistance.
- Review your grades often. You need to honestly know where you are in the course so you can make necessary adjustments.

Self-advocate

While there are wide variety of resources and people available to help you, it is your responsibility to take charge of your learning and request the support you need. Being your own advocate might include:

- Reaching out to your professor for clarification on instructions.
- Setting up a virtual appointment with your professor to discuss a grade you earned in order to improve going forward.
- Sharing personal situations with your professor (to the extent you are comfortable) that impact your ability to complete work on time. If possible, contact them before you miss work.
- Scheduling an academic coaching appointment to help you with time management, organization, studying, project planning, etc.
- Meeting with a tutor to better understand concepts you are stuck on.

Online Discussions

Many professors rely on online discussions to engage with students and have students engage with one another.

- Make sure you understand what is being asked of you to discuss. Is the instructor asking for your opinion, your feedback, or a summary? Read your responses carefully to ensure your post is both relevant and appropriate to the discussion.
- Use Proper Netiquette (Internet Etiquette). The way you treat others online should be the same way you would treat someone face-to-face. Make sure you are responding to others with respect, making meaningful contributions (write more than 'I agree' and 'Good point'), and being conscious of the tone of your message.

Synchronous Sessions

Synchronous sessions are when students engage in learning activities at the same time. For example, students and the instructor log onto Zoom and hold class at Wednesdays at 4pm.

- Use your webcam if possible. Instructors read students' faces and body language to gauge if they need to slow down or explain things differently.
- Sign into the meeting 5-10 minutes early to ensure you can connect. Also, your instructor may answer questions during this time.
- Consider using headphones with a microphone. This keeps the noise level down in your study area and allows for better audio when speaking.
- Mute yourself during lecture and then unmute if you need to speak. This minimizes distracting background noises for participants.
- Participate by asking and answering questions.
 - Use the 'Raise your hand' feature to let your instructor know you have a question.
 - Ask your instructor if they will be reading the chat box. If so, use it to ask questions, but understand that there will likely be a delay.
- Avoid 'multi-tasking' such as looking at other websites during lecture.
- If it's comfortable for you to do so, take notes by hand despite being on a computer.

Asynchronous Lectures

Asynchronous means students engage in learning activities at different times and locations. For example, the instructor shares a PowerPoint with recorded audio.

- Don't try to write down everything your instructor says. Check out our [Note-taking Strategies & Tips](#) handout to help you identify what to take notes on.
- Do not skip ahead in the recording and listen until it is done playing. Your instructor could say goodbye and then remember one more thing to tell you.
- Listen to recordings as soon as possible after they are made available. Your instructor could make an announcement about an assignment or opportunity that you could miss if you wait.