

NOCROP HERE, CHECKING IN!

Please read below for resources providing technical skills, self care, and links to webinars that are offering guidance during this unprecedented and stressful time. We also realize that this might be your first experience with online learning. Below are some tips on how to do your best to be successful. We are here to support you through this.

HOW TO BE A SUCCESSFUL ONLINE LEARNER



Persistence

Persistence is perhaps the biggest key to success in online learning. Students who succeed are those who are willing to tolerate technical problems, seek help when needed, work daily, and persist through challenges. When you run into a challenge, keep trying and ask for help. Set up a manageable study schedule for yourself and stick to it. Students who succeed are those who log in and make progress every day.



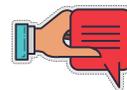
Basic Technical Skills

Online learners need basic technical skills to succeed. These include the ability to create new documents, use a word processing program, navigate the Internet, and download software. If you lack basic computer skills, you may want to find an online tutorial. Check out several options below under the Technical Resources section. You'll also want to make sure your internet browser is up to date and you have an adequate WiFi connection.



Motivation & Independence

To be successful, an online student has to want to succeed. Online learning requires independence, internal motivation, self-discipline, and a certain level of maturity. Give some thought to your own personal reasons for attending school. Are you determined and self-motivated? There are many worthwhile reasons to work hard in school. You might want a greater level of personal satisfaction with your future career. Or perhaps it's personal pride in your accomplishments. Or maybe you are seeking a wider range of opportunities available to you with higher education or a higher income.



Communication is Key

Don't be afraid to speak up! Frequent and honest communication with your instructor is key to getting through this. If you have connectivity issues, including limited data/WiFi or no computer, or you have issues at home that are interfering with your work, consider alerting your instructor. Instructors will be more flexible if they are aware that something isn't working.

DISTANCE LEARNING TIPS



Raise Issues & Concerns

Don't be afraid to speak up! Frequent and honest communication with your instructor is key to getting through this. If you have connectivity issues, including limited data/WiFi or no computer, or you have issues at home that are interfering with your work, consider alerting your instructor. Instructors will be more flexible to ensure support, and if something isn't working, they need to know.



Keeping Focus & Motivation

Planning and organizing is key to maintaining some semblance of normalcy as frequent changes arise due to the coronavirus crisis. Instead of dwelling or getting overwhelmed, keep your end goal in mind. Using check-lists, calendars, and mobile apps may help you create structure and virtually surround yourself with people who remind you what you're working towards.



Be Social From a Distance

Combat social isolation and loneliness by relying on your social networks as digitally as you can. It's okay to look on social media, join online groups and communities of students going through similar frustrations and concerns. Create a group message thread with your classmates.



Establish a New Routine

Distance Learning is just one of the many changes that are arising due to the coronavirus crisis. In a time of chaos it's important to set new routines to stay on track. Whether that's creating a new study schedule or changing the time of day you study, do something different to help you not only stay on track but also maintain your sanity!



Create a Study Space

With Distance Learning comes more opportunity for distraction. In order to help you focus, create a dedicated space, this will be your new "classroom." Take a little time each day to make sure your space is organized, a study by Princeton University found that people who keep their spaces clean are able to process information and focus better.



Being an Active Participant

Online students may find it easier to disengage and only do the bare minimum. While understandable, this mentality does a disservice to the student, their peers, and the instructor. Start slow. Try voluntarily answering one question or contributing to one discussion per class and work up from there. If you're still more comfortable conversing outside of class, consider setting up a weekly chat with a few classmates on Skype or another messaging platform.

Effective Time Management

Time management is about working smarter, not harder. You must be able to manage your time well. The flexibility that comes with online learning is one of the great benefits. It can also be a drawback for a student who procrastinates, is unable to stick to a routine study schedule, or is not able to complete assignments without daily reminders from a teacher. Effective time-management skills don't just happen. They have to be learned. Once you do, they will benefit you throughout your life. Follow the tips below to develop yours:

- ▶ Review the assignments, quizzes, and tests upcoming in your course. Develop a long-term plan for completing your major assignments.
- ▶ Make a daily "To Do" list. Have fun checking things off the list as you complete them.

It takes time to develop good habits, but you'll gain satisfaction from being well-organized and accomplishing your tasks. Watch this quick video about a Time Management technique that helped change one student's academic life for the better!

- ▶ **How a student changed her study habits by setting goals and managing time:**
<https://www.youtube.com/watch?v=z7e7gtU3PHY>

TECHNICAL SKILL RESOURCES

Lifewire

Lifewire offers news, articles, tips and tricks, and comprehensive tutorials all related to using technology. If learning at home is brand new for you, take some time and peruse Lifewire - there is endless information all geared towards making it easier to use technology! Check it out here:
<https://www.lifewire.com/>

G Suite Training Center

Want to stay connected and productive when learning remotely? Visit the G Suite Training Center, simply type in the question or issue you might be having, or select from their list of Guides. There are Guides based on the task you are trying to do, or based on the tool you are trying to use. Check it out here:
<https://support.google.com/a/users#topic=9797903>

GCF Free Tutorials

If you're new to computers, GCF Tutorials can help. These tutorials will help empower you to be more comfortable with technology, from basic computer skills, to internet skills, to internet safety, there's a tutorial for everyone. Check out all the technology tutorials here:
<https://edu.gcfglobal.org/en/subjects/tech/>