

Top 15 Online Learning Tips

1. **Create a dedicated work/study space.**
 - a. Remove distractions
 - b. Lay out supplies
 - c. Set up some good lighting
 - d. Make your space comfortable (but not too comfortable)
2. **Set up a quiet time** or arrange for someone else to oversee the kids or the chores so you can focus on schoolwork. Meet with your family or roommates and talk about everyone's needs and expectations.
3. **Make sure you understand the instructor's expectations and learning practices including how and when you will hand in assignments, completing testing, etc.** Draw up a grid for each of your classes and keep up to date on changes.

Will your class be **synchronous** (does everybody have to show up at a certain time for lecture) **or asynchronous** (lectures are recorded and you watch when you can)?

4. **Review course learning objectives.** These go into your course grid because this is the material your professor most wants you to learn. Review your syllabus carefully for due dates and figure out how grades will be calculated. Then add them to a planner or online calendar.
5. **Build a Daily Work Plan into your calendar** for how and when you will complete your assignments. Set reminders to edit or finish two days before the actual due date. This way you leave some wiggle room for any technical issues or in case something pops up.

***Bonus Tip:** Visit the Ancell Commons [Study Smarter](#) page for a template and other online resources.

6. **Set aside enough time to do the work!**

Online learning puts more responsibility on you for your learning. You will need time to watch the lectures, do the reading, review your notes, complete homework and assignments, and to study. And remember, **homework is different from studying.**

7. **Ask someone to be your 'Accountability Partner'** so you can support each other academically.

8. Use Good Habit-Setting Skills and set goals for success.

Set up cues and rewards for doing your work and/or studying.

- a. Example 1: After I study for 25 minutes, I will take a short walk.
- b. Example 2: After I eat lunch, I'll work on my math homework.
- c. Example 3: I will begin my assignments on the day they are assigned.

9. Got a problem with procrastination? To stop procrastinating, check out this video on YouTube: <https://youtu.be/H0k0TQfZGSc>.

10. Ask for help if you run into a problem.

If you get stuck, spend a few minutes jotting down what you tried (step-by-step) and then reach out to your professor or make an appointment with a tutor. All WCSU Academic Support Services are up and running online!

11. Take Breaks. Remember that online studying is tiring to the eyes and brain so take breaks. Watch the video from #9 to learn how to take your breaks.

12. Stay connected. Ask your professor to start a discussion board to help students stay connected and to serve as a resource for each other. Participate in any discussion board your instructor sets up.

13. Use proper netiquette. It is harder to communicate in writing only because people cannot read your body language and you cannot use your interpersonal skills. Watch this: <https://youtu.be/M6Sh6Hdsf0I>.

14. Reward yourself when you meet your study goals and complete your plan or to-do list.

15. Remember WHY you are doing this. A college degree will open doors for you throughout your life.