



TIPS FOR SUCCESS IN THE VIRTUAL CLASSROOM

Confirm Technology Requirements

- ⤴ Your campus technology department has likely issued guidance on access to Blackboard, Canvas, Google Classroom, or whichever e-learning platform your campus is utilizing.
- ⤴ Your campus may offer subscriptions to Microsoft Office, Adobe Suite, Zoom, WebEx, etc. Download these free resources to your computer.
- ⤴ If you do not have access to a reliable laptop, your campus may offer laptop loans. Check with your campus technology department or advisor.

Have a Consistent Workspace

- ⤴ Working from your couch in your favorite sweats may sound tempting, but it could also be tempting to take a nap instead of working!
- ⤴ If you can, set up a work area with ample space to work and try to maintain consistency. If you have a bedroom desk, set it up to be a productive environment.
- ⤴ Try to keep your school, work, and personal life as separate as possible, which can be more difficult if working or studying at home. Turning your kitchen table into your desk can make it feel like you can never get away - plus you don't want the constant temptation of going for a snack.
- ⤴ If you don't have the most ideal space, that's okay - just choose a place to work and set it up so you can be the most productive.

Stay Organized & Focused

- ⤴ Being at home can be distracting. Be sure to support yourself by putting yourself in the best situation for learning.
- ⤴ When you need to focus, turn off the TV and put your phone away. Streaming your favorite shows or checking notifications will interrupt your thought process and make your study sessions less productive.
- ⤴ If you need background noise, try playing instrumental music or white noise; check out Spotify or Pandora for ready-made playlists for studying.
- ⤴ If you're home with your family, be sure to explain to them that you are still in school and need to be given the space to work and study.

Set a Schedule and Manage Time Wisely

- ⤴ Classes online aren't any easier than in-person classes, nor do they take up less time. You should be spending the same amount of time you were before on classes and classwork. For example, if you have a class that you normally spent three hours in class and another three hours on homework or studying, you should still be spending about six hours a week for that class.
- ⤴ If your instructor is not offering live instruction for a class, then still schedule time as if you were in that class to review materials, watch videos, etc.
- ⤴ Schedule each day, including meals, and breaks, just as you would on campus. Keeping a routine will help you stay on track and avoid distractions.
- ⤴ Take time to check-in with yourself. Major life transitions can cause feelings of stress and anxiety, which can severely impact your ability to stay focused and productive.

Connect with Instructors

- ⤴ Just because your instructor is not physically present does not mean you cannot be engaged with them.
- ⤴ Instructors will likely still have dedicated office hours during which you can call them and ask a question, or they may host live review sessions via Zoom or another video conferencing platform.
- ⤴ If you are going to need to reach out for extra support or clarification on classes, be mindful that instructors won't be able to respond immediately. Don't wait until the last minute to reach out, as it may take longer for your instructor to respond, especially now that all communication is virtual.

Engage with Peers

- ⤴ When taking online courses, consider using platforms such as Zoom, Skype, or another video sharing platform to collaborate with friends and classmates.
- ⤴ Contribute to classroom dashboards. Though you can't have an in-person conversation or meeting with your peers, that doesn't mean that conversations aren't still going on. By contributing to open dialogue, you are able to support the overall enhancement of the learning process.
- ⤴ Being isolated can contribute to feelings of loneliness. Take time to connect with your friends and classmates just like you would if you were there in the classroom.