



TIPS FOR ONLINE LEARNING

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ACADEMIC SUCCESS RESOURCE AND WORKSHEET

Stay on Schedule

Without a weekly class to attend, it can be easy to forget due dates and fall off track. Here are some tips to help you stay on schedule.

Pretend You Still Have a Scheduled, In-Person Class

You must "show up" if you're going to get real value out of your class. Use the time you would have been in-class to learn the material and use resources to understand what you are learning. If the class is Tuesdays from 8am to 10:40am, schedule that time to work on that class. Don't leave everything to the last minute - cramming information in a short amount of time is not effective.

Write Down Your Due Dates

If you haven't already, refer to the Critical Path for each course (hint: it's on your Blackboard). Write down every due date you have for every class for the rest of the semester. Ideally you will write it down somewhere you will look at often - a whiteboard on your wall or an agenda. Remember, you won't have a teacher verbally remind you of upcoming due dates in class. It is up to you to know what is due and when. If you don't write down every due date in one place, they can be easy to miss.

Stay Connected

Without a scheduled in-person class, it's easy to feel like you are in this alone. But you aren't!

Contact your Instructor

If you don't understand something, ask your instructor. Look on Blackboard to see their preferred method of being contacted (e.g. Humber email vs. Blackboard email). Write a professional, detailed email with your questions or concerns. Remember, this isn't a text message - write a subject line and use grammar. The clearer you are in the email, the less back and forth will be required.

Reach out to your Classmates

They are in the same boat as you. The more online interaction you have with classmates, the more you will feel connected to the course.



Limit Distractions

Distractions are everywhere. Here are some tips to stay focused.

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Website Blockers

With learning happening online, you need to rely on your computer. But at the same time, your computer can be the worst distraction. Use applications like [Cold Turkey](#) and [StayFocusd](#) to block websites that compete for your attention. Don't worry, they don't block the sites indefinitely, you can set timers for them.

Use Your Phone

If you insist on keeping your phone near you, try using an app that will keep you focused and block pesky notifications that try to peer pressure you into not studying. Check out [Forest](#), [Focus To-Do](#) or [TickTick](#) in your app store. These apps include great time management tricks such as setting a timer and only working on one thing during that time. The apps will block any distractions and reward you for staying on track. They also have to-do lists (it feels great to cross something off when you complete it).

Find a Good Study Spot

Places not to study: Near your bed, the T.V., other people who aren't studying. Our brains learn very quickly if a location is for study purposes or napping/not studying. Set up an area and use it only for studying purposes.

Make Learning Work for You!

Online learning requires you to be self-directed. It is up to you to make the material make sense for you. The easiest way to "study" is to just read the information the instructor provides you on Blackboard. But the reality is, most of us do not learn by just reading words on a page. Take control with these tips.

Learning Style Preference

[Complete the VARK assessment](#) to discover if you are a visual, auditory, read/write or kinesthetic learner. Most people are multi-modal, meaning you have multiple ways of learning. Take your highest scores and refer to this [website](#) for different ways to incorporate your learning preference. Make it a point to use at least one new method to learn the material from your classes.

Be Resourceful

You are your best asset. Don't rely on the instructor to know what works best for your learning. Go on YouTube to find videos, create practice quizzes on Quizlet, make flashcards to test yourself, teach what you've learned to your family or friends. Think outside of the box (aka what's on Blackboard) to interact with the information.