

## **Online Learning Guide for When the Campus Shuts Down**

When the college transitions to an online environment due to the spread of Coronavirus (COVID-19), it's likely that the majority of the courses you're enrolled in will go to a fully online format. Please check your email and Canvas portal for instructions from your professors for each of your classes.

Please know that students still have the same responsibility to show up to virtual class time and to complete all homework and assignments. We realize that this transition may be challenging if this is your first time in an online classroom environment. We would like to provide a few tips to help you prepare and feel more comfortable.

### **Attend Class the Exact Same Hours**

Whatever hours your on-campus class meets, those are the same hours to spend in front of the computer doing the work. Not because this is required, but because our bodies and brains love routine. Please do all you can to maintain the same schedule you have thus far this semester. If, for instance, your class meets Tuesdays and Thursdays from 9 to 10:15, show up on time to your computer at 9 and stay there until 10:15. If you run out of things to do, review what the instructor has posted online to deepen learning and improve recall.

### **Keep or Establish a Consistent Sleep Routine**

Sleep is the most important thing. A lack of sleep can affect your grades and overall mood. During the campus closure, please keep or establish a consistent sleep routine. Sleep experts say this means getting up at the same time every morning. It also means going to bed when you're tired at night – or when you know you'll have enough time to get your 7.5 to 8 hours of sleep.

### **Do the homework**

The recommendation colleges make is for every one hour of lecture time, spend one to two hours outside class time each week to study. A sixteen-week-long course that is three units, then, would get three to six hours per week of study.

### **Create a Dedicated Study Space**

Create a space in your home where you can reasonably expect to study distraction free. This usually means a tidy space with no visual distractions. Put your phone and all unneeded electronics away. Put out the Do-Not-Disturb sign for roommates, family and whomever else may be a distraction. Treat school as work: It is dedicated time that pays you with knowledge and grades.

### **Create a Study Routine**

Study 45 minutes, review five, take a break for 10, then repeat. During the breaks, stretch, drink water, go pee. Do not look at your phone, surf the Internet, watch TV, etc. Find a study routine that works for you and stick to it.

### **Know the Technology**

If there are tech features you don't understand in Canvas or other online educational tools, please do a Google search for the solution or contact the professor or a classmate for guidance immediately, so you don't all behind..

### **Communicate with your instructor**

Don't understand some information? Cannot quite figure out how to complete an assignment? Then contact the instructor right away with any questions you may have. Remember to check your email or Canva portal for a response.

### **Be active in discussions**

Online courses have online discussions. Show up for these, too. Even if you tend to be quiet in class, this is a place to speak up. Comment on whatever your instructor seeks comments on, including the comments of other students. Instructors are often looking for a discussion of ideas and evidence of understanding the material.

### **Show Up, Stay Motivated**

Remember to show up throughout the campus closure. Exercise and play and do whatever it is that helps you feel refreshed and keeps you motivated.