

# KEEP LEARNING

## INTRODUCTION

Moving online from a face-to-face learning environment comes with unique challenges, but by taking time to prepare, you can overcome many of these issues. We begin by sharing tips and strategies for preparing yourself and your learning environment, then discuss ways to engage in and get the most out of online activities. Lastly, we review some additional considerations and resources to keep in mind.

## A CLOSER LOOK

### Preparing Your Space



Take some time to locate and prepare your learning environment. Ideally, this location will be as free from distraction as possible. Good lighting, a comfortable chair, and plenty of workspace are all important considerations. Consider the following tips and strategies:

- If it's a shared space, consider using a do-not-disturb sign on the door to reduce distractions.
- Post or communicate a schedule to let others know when you need to be left alone.
- Have a plan for how you will reduce distractions from pets.
- If no private room is available, consider headphones or even earplugs.
- Consider how you will charge your computer and how you will access the internet.
- Gather and organize all of the technology you will need to support your learning.
- If it's a new space, be sure to stock it with the necessary paper, writing tools, and any other materials that you will need to be successful.



Do Not  
Disturb.

I'm in  
class or  
studying.

Thanks!

## Preparing Yourself

Once you have prepared your learning environment, take time to prepare yourself. While it's tempting to think you may have more time to complete your studies online, it will likely take time for you to get comfortable with the modality and a new routine. Following the below tips and strategies can get you started on the path to success!

- You cannot learn if you aren't healthy, so be sure to eat right and get enough rest and exercise.
- Determine a schedule, document it, and stick to it as much as possible. Try [time blocking](#).
- Disconnect from social media unless it's a part of the learning activity (such as an online chat).
- Think about [study strategies](#) that have worked well for you in the past and don't forget to continue to employ them.
- Make plans to continue to connect with classmates and faculty/instructors. In fact, you will want or need to communicate more when you move online.



Words without accompanying tone or body language can be misinterpreted, so take a moment to think before you press send or respond to an online activity.

## Participating in Online Learning

Get the most out of online learning for yourself and others by keeping the following in mind:

- Be engaged and ask questions. As in a face-to-face class, if you have a question, it's likely that someone else has the same question but might be afraid to ask it.
- Words without accompanying tone or body language can be misinterpreted, so take a moment to think before you press send or respond to an online activity.
- Even though some items may be recorded for repeated viewing, it's likely that you won't have time to view something multiple times; stay focused so you only need to watch it once.

## Additional Tips

- If you need assistance with writing, find out what online writing center options are available to you.
- Do you need special accommodations? Faculty are expected to make their learning accessible, but don't be afraid to communicate any new needs you may have as a result of a class being moved online. Also, please take advantage of your campus' disability resource center.
- Remember that you can always organize a virtual study group.
- Be sure to know what library or tutoring resources are available to you online.
- Know how to access tech support when the need arises.
- Finally, dramatic change can cause a number of personal/emotional issues. To help you cope, make yourself aware of the mental health/counseling services provided by your campus.

## ADDITIONAL RESOURCES

- [Additional Study Strategies](#) from University of North Carolina at Chapel Hill
- [Student Tips for Participating in Online Learning](#) from Zoom
- [Tips for Learning During Disruption](#) from Rice University