Online Learning Tips
We are in this Together!

While things are uncertain right now, we have some strategies to help with adapting to all of the changes.

- Be patient with yourself, your classmates, your professors, and your family.
- Take care of your well-being.
- A good studying plan may help you feel more confident moving forward.
7 Helpful Habits
Stay Organized

With so many changes in each class, it can be confusing. Making a list of changes, important dates, and important links may be helpful.

- Where can you find the class or how do you access it? (live-stream, lecture capture, etc)
- Is it at a specific time or can you watch it anytime?
- Are assignments changing? Are there new due dates?
- Is how you’re submitting your assignments changing? Are any quizzes or exams being offered virtually?
- What should you do if you need help? Is your course offering virtual office hours? When and on what platform?
Schedule

- Create a schedule for each day & follow it!
- Maintain routine with sleep, exercise and eating
- “Go” to class during the time you would typically have class
- Schedule time daily for readings, researching, studying
- If you don’t already, keep a weekly or daily calendar (see template)
- ***Keep track of due dates as professor will not be able to announce them like they do in class***

See a sample Template: Schedule template
Avoid Multitasking

Now that you are working from home, you may have more distractions and be tempted to multitask.

Potential downsides of Multitasking:

- **Assignments take longer.** Each time you come back to an assignment (from Instagram for example), you have to get familiar with it and remember what you were reading or doing.
- **You may make more mistakes.** Distractions and switching between tasks tires out the brain.

**Instead:**

- Focus on 1 task at a time
- Take breaks between tasks

Adapted From University of Michigan Academic Innovation
Study Space

- Create a study space and stay organized!
- **Eliminate distractions** by leaving your phone in another room or shutting off notifications for 45 minutes at time. (Then reward yourself with a 15 minute break to check-in with your social media and other accounts.)
- Ensure that **all of the materials** you will need are in the room with you. This includes books, notebooks, pens, highlighters, calculators, etc.
- If you frequently need drinks, snacks, etc, be **proactive** by gathering them before you begin to work. Having them nearby will cut back on your distractions.
Lecture Learning

- Stick to the professor’s schedule as much as you can
- Review & revisit lectures
- Stop them frequently to process what you are learning and what questions you have
- Take notes as you listen as if you were in class
- Summarize as you go
- Create a list of questions to ask your professor
- Use headphones so you can hear clearly
- If you feel it would help, use closed captioning
Communication

- Communicate effectively and consistently
- Participate in online discussion boards if your professor is using this feature
- At the end of the class sessions, email your professor with any questions you might have
- Utilize any University of Scranton resources that you may need
Mindset

- Have an open mind as you continue to adapt to the new changes
- Tap into your sources of motivation
- Avoid overwhelming yourself by breaking things down and creating smaller goals
- Use this as a way to gain a greater understanding of your class content
- Hang in there!!
Available Resources
Royal Resources

- Dean Rivera: ZOOM drop in hours
- CTLE Services: Tutoring, Writing Center
- Counseling Center: ZOOM sessions, call 570-941-7620
- Technology Support Center: 570-941-4397 or techsupport@scranton.edu
- Advising Centers
- Career Center
Zoom Tutorial

To access your licensed Zoom account:

● Log into my.scranton
● Click on Zoom icon located in the waffle (top right corner)
● On the next page (Zoom sign in page), select Sign in (configure your account)
● Upon sign in you will be taken to your Profile page.

For more information and for frequently asked questions, click the link below:

Zoom Tutorial
Writing Center

● Sign ups for appointments will continue as usual:
  ○ Go to my.scranton
  ○ Click self-service
  ○ Click on student & financial aid
  ○ Click on CTLE Menu
  ○ Under CTLE menu, you will find Writing Center Scheduling at the bottom
  ○ Click on it to schedule your appointment

● Appointments can be done through Zoom or via email. See website for more details
Tutoring

- Tutoring will be done through Zoom
- If you are requesting a tutor for the first time this semester:
  - Go to my.scranton
  - Click Self-Service
  - Click on Student & Financial Aid
  - Click on CTLE Menu
  - Fill out Tutoring Request Form
- If you have already been assigned an individual tutor, your tutor will contact you directly to set up appointments.
- If you are interested in drop-in tutoring, please click below:
  
  [Drop In Tutoring Link]
5 Reasons to look forward to online learning!!!!

1. Staying in PJS all day
2. Sleeping In
3. Homecooking
4. Free laundry
5. Extra sloppy wet kisses (if you have a pet)

Remember: this is only temporary!
GOOD LUCK!

Let us know if you need anything!

Keep in touch with your favorite Royals!

Wash your hands!