



SPRING 2020 | COVID-19 Version

Follow this simple checklist of 10 online learning essentials. Reach out to your Success Coach if you'd like to work on improving in any of these areas.

□ WRITE DOWN CLASS EXPECTATIONS

Answering these 3 questions is key to understanding class expectations:

1. What assignments, tests, readings, discussion posts, or other work is required in this class?
2. Does your class require a synchronous meeting time?
3. How does your professor prefer you to connect for office hours or general questions?

□ CREATE A STUDY SPACE

Where will the 'classroom' be? While you're not in an assigned room like a physical class, the space where you 'go to class' has an important impact on your success. Ensure this location has internet connection and the technology/supplies you will need to meet class expectations. Other key considerations are:

- Create a quiet space without distractions: no phone calls, texts, social media, family, friends, TV, video games, etc. If you need some noise to stay focused, create a music playlist that helps you stay engaged.
- Consider ergonomics. Make sure that your seating, position of your computer, and posture is promoting physical wellness.
- Evaluate the study environment. How is the lighting? Are you straining your eyes? Also consider the temperature, your seating, and any other factors that are impacting your senses and ability to focus.

□ DEVOTE CONSISTENT TIME FOR CLASS

Schedule specific blocks of time to prepare for the class meeting, attend class, and study.

For classes that require a synchronous meeting time, be sure to attend! For classes that are asynchronous, meaning that you will not be meeting as a "class" at the same time virtually, you should still schedule a consistent time, several times per week, to complete the required coursework. Protecting, or devoting, specific time to your classes will help you stay accountable and on track in your courses. Never used a time block? Here are quick tips:

- Use an app, paper planner, or paper template that has a weekly grid featuring hours of the day. Then, fill in your ideal weekly schedule (how you prefer to spend your time given your priorities for the week).
- Block fixed time (synchronous classes and commitments that occur at a specific time)
- Block variable time: academic work and studying for each class, job (if applicable), family time, personal wellness, hobbies, etc.
- Read more on the Success Coach [Time Management Tips resource guide](#).

□ MAKE A DAILY TO-DO LIST

Be intentional about your priorities by making a daily to-do list. For each class, look at upcoming work. Keep track of all due dates from the syllabus and/or D2L, and then decide what work is priority for that day. Consider breaking up long-term projects, papers, and test prep as part of your to-do list. Keep in mind, for some online classes, you may have to contribute to a discussion board. Make sure you schedule when to do these posts and how many you'll need to complete. Some professors will want unique comments/questions from each student, and it's harder to do this if you're the last one commenting!





□ TAKE NOTES

Note-taking is especially important for online classes to stay organized with main ideas and help your mind to understand and synthesize your learning. Use the Success Coach resource guides on [reading strategies](#) and the [Cornell note-taking system](#).

□ COMMUNICATE REGULARLY WITH YOUR PROFESSOR

Don't be afraid to reach out to your professor if you have a question! Professors can tell you their preferred method of communication during this time of remote instruction, and they are still available to support you and your learning experience in the course. Use them as your #1 resource.

□ MAINTAIN FOCUS & MOTIVATION

Avoid the spring spiral with your online classes by keeping these motivation tips in mind. Letting motivation and focus for online courses slide can happen easily and spiral out of control, especially as online learning requires intrinsic motivation, persistence, and self-sufficiency.

- Remember why you are taking this class
- Stay organized and stick to your schedule
- Take assignments, studying, and reading one step at a time (and be able to check it off the to-do list)
- Connect with your classmates

□ STUDY REGULARLY

Spaced practice is the best approach to studying (read more from [LearningScientists.org](#)). Regular studying helps your mind retrieve and unpack the information you are learning, and leads to better results on tests. Set specific hours in your schedule for study. When you study, have an intentional (and realistic goal) of what you will accomplish.

□ CHECK YOUR SRU EMAIL DAILY

Checking your SRU email daily is a MUST for you to be successful this semester. Download the Outlook App on your phone and save the URL to your personal computer browser bookmark bar. Make it a habit to check your email as soon as you get started with your school day, and at least once more mid-day or end of day. Email is the primary way all SRU offices will be connecting with you during this time.

□ PRACTICE SELF-CARE

Last but certainly not least, take care of YOU! Enjoy healthy snacks/drinks to keep up your energy. Take care of your mind by reminding yourself of positivity and gratitude, and learn anxiety coping strategies and stress management techniques. Take breaks (but make sure you get back into classwork and studying if you still have more to do). Reach out to the variety of resources/supports available to you virtually. Worried about yourself or a friend? Submit a [CARE Referral via the Office of Student Support](#).

Learn more about university updates, policy changes, and resources at the SRU COVID-19 Webpage: <http://www.sru.edu/covid19>

