

Ten Tips to Transition to Online Learning

With all the changes that are happening there is a lot of concern about the ability to complete a course online that was started in a face to face format. Here are ten helpful tips that always apply, that are even more essential if you want to be successful in making a transition from face to face to online learning:



1. **Schedule**. Remember that you are still a student first. The most important thing to do as a student is to establish a schedule for when you are in school. Make a daily schedule. Plan every school day including things including when you will view your classes and lessons, when you will do homework, and when you will collaborate with others.
2. **Prime Time**. Each of us has a time when we are most productive. Schedule your studies so that you are using the most productive time of day to do your studies. For many people this is in the morning. Scheduling high cognitive load tasks during these times will help you get more accomplished.
3. **Study Area**. Everyone needs their own space to be effective in school. Find a good study space that is yours that reinforces your ability to study. This should include good access to necessary materials, limited outside distractions to prevent getting off task, and it should be comfortable. Bedrooms and kitchens are not the best places. If that is all you have, make sure that others understand when those are study areas and make a transition to make them into a study area. Beds should never be the study area.
4. **Distractions**. Keep your study space free of the distractions that you know normally pull you off task. Turn off phones, close doors, and shut down computer programs that distract. Keep the space clean and organized so you don't spend time searching for materials. Eliminate anything that will inhibit your ability to study.
5. **Support**. Once you designate your study time and study space, make sure that friends and family understand this and support you. They should understand your schedule, your study space and make efforts to help you keep focused. Make sure you ask for their assistance in staying motivated.
6. **Handwritten Notes**. With all the moves to computers and online, it is tempting to try only use those to do schoolwork. Studies indicate that handwritten notes and work still help retain information better and there are generally fewer distractions. When possible use handwritten notes and guides to give your eyes a break from the computer and relieve the stress of being continually in front of a screen.
7. **Study Groups**. Just because we are social distancing doesn't mean we can't collaborate. Reach out to people in class and form online study groups. Many students are becoming more comfortable with many different forms of web interfacing. Set up a study group to help you in your class and meet them in a Zoom meeting, WebEx, or some other online collaborative space.
8. **Study Breaks / Reward Yourself**. Plan for a break from your studies every hour. At the end of 50 minutes of study, there should be 10 minutes that you take to relax, get a snack or drink, and take

your mind off your work. Maybe some short exercises, checking your social media, or catching up on a few missed calls or text messages. Then at the end of the break get back on task and move ahead.

9. **Multi-tasking.** Don't fool yourself into thinking that you can multitask. Focus on one thing at a time and have a study area that is conducive to that. Multitasking means no tasking. Stay focused and on track with one task at a time.
10. **Rest and Exercise.** Good sleep, diet, and exercise make our minds more sharpened and focused. Include rest, exercise and diet into your study plan. Going to bed and waking up earlier always help your body and mind be prepared for the challenges of studying. Studying if you are chronically tired due to poor rest and work schedule is counterproductive and does not help.

Want more help? There are many more resources for those looking for additional help. Some include:

Math and Statistics Help

- Online Tutoring. The Aggie Math Learning Center (AMLC) has established online tutoring to assist with mathematics and statistics classes. This is still drop-in tutoring available online for student with access to a computer with internet. The weblink to this site is <https://www.math.usu.edu/learningcenter/mathstatstutoring>.
- Other resources. The AMLC has a resource page that provides access to other materials. The link is: https://www.math.usu.edu/learningcenter/amlc_resources.

General Academic Help

- USU Online offers some great tips and information about being a successful online student at the following URL: <https://www.usu.edu/online/tips>.
- USU Academic Success Program offers many resources about studying and assistance online. Visit their website at: <https://www.usu.edu/asp/>.

References

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