





## QUICK TIPS FOR ONLINE LEARNING

In order to make the best of your online experience this semester, consider the strategies below:

<b>Create a Flexible Schedule</b> 	<b>Participate Actively</b> 	<b>Manage Distractions</b> 	<b>Study and Work off the Screen</b> 
Read your syllabi carefully for professors' expectations, reoccurring deadlines, and all meeting times. Add office hours and their meeting links to your calendar.	Determine what participation looks like in synchronous and asynchronous sessions. Be ready to post comments and participate in breakout rooms.	Designate a workspace and let those you live with know what times you need to focus.	Identify 1 or 2 tasks that you can complete each day without a digital screen to avoid screen fatigue.
Schedule consistent blocks of time for online work to create a routine, even if you're just watching a video.	If feasible, leave your camera on during synchronous sessions. Instructors appreciate seeing students' reactions and you'll feel more actively engaged.	Work on your most difficult tasks during the time of day when you are most productive and able to focus.	Quiz yourself on what you remember from class by writing, concept mapping, or recording yourself. This will help you discover gaps in your understanding.
Designate time on your calendar for specific study tasks such as homework, reading, research, and review. Include buffer time in case tasks take longer than expected.	Stay active while watching videos by taking notes. Hit pause to solve problems, talk out the material, or draw pictures, diagrams, and graphs.	Alternate your subjects (don't spend all day on one thing).	Acquire physical copies of some course materials (check out Books by Mail and Pickup@Penn through Penn Libraries).
Work backwards from due dates to plan long-term projects and schedule checkpoints for getting feedback on your work.	Be proactive about forming connections with others in your learning community. Attend virtual office hours, study groups, and tutoring sessions with a few questions in mind.	Break down assignments into manageable 1-hour tasks.	Talk to someone about a recent lecture for 5-10 minutes (audio call if using your phone).
Be sure to include time for self-care in your schedule (e.g., exercise, spend time in nature, watch a funny movie, journal, connect with friends).	Schedule frequent check-ins with your program support staff to discuss study strategies and approaches to online coursework.	Take short screen breaks that have a natural start/end time (e.g., walking the dog, fixing a snack, taking a shower).	Take notes and solve problems by hand. Use Adobe Scan or Office Lens to create a digital copy for storage.

