TIPS TO BE A SUCCESSFUL ONLINE LEARNER:

TREAT AN ONLINE CLASS THE SAME WAY AS AN ON-CAMPUS COURSE.

- Be prepared
- Your professors will have work you’ll do on your own time, as well as live, real-time lectures or discussions.
- Be sure to dedicate the time necessary to do work on your own time.

STAY ENGAGED

- Collaborate in online course discussions to better grasp the course materials and connect with classmates.
- Set up a Google Hangout to have group discussions.
- Request a virtual meeting with your professor if you have questions about the material.
- Reach out to your professor if you are falling behind with the online coursework for any reason. It's better to get the help you need as early as possible.

TIME MANAGEMENT

- Plan ahead. Use a day planner or Google calendar to keep track of deadlines and assignments.
- Create a daily and/or weekly schedule that includes online class time and study time.
- Don’t multi-task.
- Set a timer.
- Using a timer or phone alarm for 25-40 minutes allows you to work uninterrupted for a scheduled period of time and will help you stay on track.
- Review each course syllabus to ensure you stay on top of upcoming tests and quizzes.

PRACTICE MENTAL WELLNESS AND AVOID BURNOUT

- Take short 5-15 minute breaks after working on the computer for 25-40 minutes.
- Move around and stretch.
- Relax in ways that de-stress. Get a good night’s sleep. 7-8 hours. every day.

ACADEMIC ADVISORS

- Reach out to your advisor for guidance and support.
- Advisors are available via email, phone, and Zoom.
STAYING FOCUSED

- Eliminating distractions will help you meet deadlines and avoid procrastination.
- Once again, set time aside each week as class time and study time.
- Don't let Netflix, Amazon shopping, or YouTube distract you from meeting course deadlines.
- Figure out what strategy works best for you.

NEED HELP STAYING FOCUSED?

- Creating lists using a project management tool, such as Trello or Smartsheet, can help organize tasks.
- If you prefer a traditional to-do list, then look at digital notebooks like Todoist or Evernote.
- Cold Turkey and Freedom can help eliminate distractions by blocking the apps and websites such as Youtube, Snapchat, and Twitter.

EDUCATIONAL ENVIRONMENT

- Wherever you choose to study, organize your space to help you focus on your studies, ensure reliable high-speed internet as best you can.
- Earphones may be helpful if your professor posts a required course video to watch.

KEEP YOUR DEVICE(S) CHARGED

STAY CONNECTED

- Clubs will be meeting virtually throughout the Spring quarter and are a great way to connect with people with similar interests, talk with current friends, and make some new ones.
- Digital events and activities are happening including streamed musical performances, speaking presentations, digital card/board games, watching parties, painting, dancing, and technology lesson, and so much more!
- Keep in touch with your friends with digital games, Skype parties, or texting.

TAKE ADVANTAGE OF CAMPUS RESOURCES

- Academic Success Center offers academic coaching, the writing and math center, University pals, and etutoring
- Teletherapy is available to students through the Student Medical and Counseling Center
- Disability services can help with accommodations you may need
- Career services have hours and are available via email to review resumes and other materials

Visit cwu.edu/business/spring-resources for a list of resources available to students