

QUICK TIPS FOR ONLINE LEARNING

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

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