



Getting started

Online Learning – Study Guide

- A. **Research Your Courses**- research on the courses and how they are structured (syllabus), understand each course expectations and format, and when and how they are available to watch.
- B. **Create a master chart** or list with all the expectations and information about each course - how are assignments submitted how to contact the TA or professor, will there be online tests or quizzes, is attendance necessary etc.
- C. **Procrastination is your enemy**- stay on track on course discussion forums, watch lectures live if possible or as soon as the recording is uploaded
- D. **Active Learner** - Use strategies that work best for you, just don't be passive about your education: taking notes during a video, listening to a lecture while you're washing dishes or going for a walk, color coordinating or highlighting your notes and reading materials
- E. **Goal setting** - develop small goals with specific steps for every course and study a bit every day.
- F. **Online study sessions with other students**- arrange a weekly study session group for every course - this will help you and others stay on track.
- G. **Manage distractions** – use software and apps to help you stay on task. These tools can limit the time you spend on websites or block access to them completely. Other apps will track the time you spend on any one task and help you identify where in your day that you are getting distracted. This can help you better understand your own habits and devise strategies for staying focused throughout the day.
- H. **Online course is not a vacation**- treat your online courses like a traditional course. Dress up, prepare yourself and your study space before watching the course.
- I. **Academic Semester Routine** - structure your day so that you are in a routine, just like you would be on campus. Wake up at the same time every day, start your online work at the same time, and finish at the same time
- J. **Effective working environment** arrange a proper studying space
- K. **Focusing and motivation is a challenge** - keep a routine of sports and physical activity, get enough sleep and eat well to help you study. Create a healthy work-life balance that includes time outdoors, a hobby, or just being around friends.

Reference

EducationCorner.com. [Education that matters - Study and Learning Skills and Strategies for Online Classes](#)

