Tips for Success in Remote/Online Learning

Effective Time-Management

- Review your course syllabus and **develop a plan** for completing major assignments and studying for major tests.
- Make a **daily to-do list** and stick to it. Factor in prior commitments that may interfere with your schedule.
- Try **time-blocking** your major assignments, i.e., breakdown major assignments into smaller and more manageable tasks, which you can schedule over time. Making progress every day is important.
- Consider using a time management tool or app that sends **reminders** for important deadlines.
- **Overestimate** how much time an assignment will take when making your schedule.
- **Take time to think** about how you're managing your time. You may need to adjust your approach if you are regularly underestimating the time it takes to complete tasks.
- **Invest time** in learning the time management strategies that work for you. Take a one-hour workshop through Brock's A-Z Learning Services.

Creating an Effective Study Environment

- If possible, find a **quiet** place to study without distractions.
- Create a **study routine.** Consider developing your own protocol or 'study cue': a quick, repeatable action - or series of actions (e.g., clearing or organizing your workspace, repeating a phrase, opening a focus app, etc.), that signals your shift to study mode.
- Avoid electronic distractions like games and social media (consider **uninstalling** these or using a 'focus app' on your device).
- **Designate time** to study. Turn off your cellphone and let everyone know you are unavailable during study-time.
- Consider **ergonomics**. Adjust your chair, keyboard or microphone, and screen so you are comfortable. If you use a keyboard, your wrists should not bend when you are typing.
- When using a screen to read or write, ensure **proper lighting** - at least as bright as the computer screen to avoid straining your eyes.
- Keep your learning space **neat and organized.**

Retain Your Learning

- Figure out how you learn best but also be flexible to learning in new ways.
- **Discuss** your learning with others through online forums, chats, email, etc. Participate **actively** in virtual classroom discussions.
- Teach the concept you learned to others or **apply your learning** in another way (e.g., make a podcast or write a blog post).

- ☐ Translate what you have learned and put ideas in **your own words**.
- ☐ Use all of the resources available to you (lectures, textbook, instructor contact hours) and **ask questions**.

Anticipate Unexpected Situations

- ☐ Have a **backup plan** (e.g., what will you do if your computer crashes? Try backing up your files on your Brock OneDrive).
- ☐ Platforms for synchronous ('live') meetings sucs as MS Teams, Lifesize, Zoom, etc., generate and link a toll-free phone number to each meeting. Some students will be limited to this option due to resource issues, ICT infrastruction limitations, etc. However, if you plan on connecting through the internet, consider using this phone number as part of your back up plan. Find the number before class, and keep it handy so that you can quickly access the course meetings if your internet connection fails.
- ☐ Take **responsibility** for your learning process.
- ☐ **Communicate** any issues or problems to your instructor *as soon as possible.*
- ☐ Reach out to Brock's <u>A-Z Learning Services</u> for academic help and support.

Develop Strategies for Self-Motivation

- ☐ Remember that learning is a **process**, which includes learning about how you learn.
- ☐ What are your **goals** for the future, and how will this course help you achieve those?
- ☐ **Celebrate** your progress and mark your successes.
- ☐ Take study **breaks** and engage in other activities you enjoy.