**DOS AND DON’TS OF ONLINE LEARNING**

**DO:**

**KNOW THE SYLLABUS**

**(keep track of necessary textbooks, grading policies, quiz & exam dates, etc...)**

**USE PLANNER/WEEKLY SCHEDULE/REMINDERS**

**FREE online calendars:** [**https://calendar.google.com**](https://calendar.google.com)[**https://outlook.office.com/calendar**](https://outlook.office.com/calendar)

**FREE printable daily and weekly planners:** [**https://daydesigner.com/collections/printable-library**](https://daydesigner.com/collections/printable-library)

**FREE reminder app:** [**https://www.any.do/**](https://www.any.do/)

**WaLC resources: Semester at a Glance calendar, Weekly Schedule worksheet**

**COMMUNICATE WITH PROFESSORS**

**Professors are learning to adjust just as we are! Both your success & their success can depend on open communication!**

**Email: a brief introduction, questions, or feedback**

**Schedule: an in person or zoom meeting**

**Take advantage of office hours!**

**INTERACT WITH PEERS**

**Connecting with your classmates will allow you to gain exposure to a variety of perspectives, practice articulating your ideas, receive feedback on your thoughts, and avoid isolation!**

**Participate: discussion boards, peer reviews, & group conversations**

**Share: research & experiences**

**Plan: socially distanced, safe meet ups with classmates**

**DON’T:**

**STRESS**

**Stress can be good, bad or neutral; bad stress (distress) must be managed for academics to be managed.**

**Practice: positive self talk**

**Cut out: excessive levels of caffeine**

**Work on: getting enough sleep and exercise**

**Avoid: overloading your schedule**

**CRAM**

**Virtual instruction allows for personal flexibility; instead of showing up to a classroom at a designated time, you get to make your own schedule**

**Spread out: your assignments and commitments**

**Practice: working through academic tasks in increments**

**WaLC resource: Time Management handout**

<https://www.ecpi.edu/blog/successful-online-learning-strategies>

<https://masononline.gmu.edu/success/>