TIPS FOR SUCCESSFUL ONLINE LEARNING

How to virtually dominate in the classroom!

1 **DESIGNATE A SPECIFIC AREA**

for work/study/organization. Make it functional and consider what supplies will optimize your success. For example, a bigger monitor, mouse, different keyboard, calendar, planner, etc. Get creative with it! If something isn't working, change it.

2 **USE AN AGENDA**

Keep all assignment dates and tests/quizzes in Google Calendar or a planner. Google Calendar can be synced with your smartphone to receive reminders of important deadlines.

3 **STAY CURRENT WITH ALL ASSIGNMENTS**

Do not put off assignments (even if they are not due immediately) because assignments will build up! As soon as you get an assignment, make a plan on how you will complete it!

4 **TREAT YOUR SCHOOL DAY LIKE A JOB**

Work for 8 hours (or set period of time) a day attending classes and doing work in between class time - this helps you to keep current with all your work. At the end of the day, put your work away and give yourself a mental break. Aside from the need to study for tests, or group projects, which will require "after hours" work, this strategy will help you to stay current on all your assignments and will enable you to take a break at the end of the day.

5 **READ AND RESPOND TO E-MAILS**

within a 24-hour period. This ensures you have the most up-to-date information and shows that you are responsible. You can create labels or star important emails for a more organized inbox.

6 **STREAMLINE YOUR WORK DAYS**

Each class needs its own work day. In other words, if you have Management class on Tuesdays – designate Tuesdays to do the homework in that class as well. If there are two classes that day, split the day or assign another full day to get that work done. i.e. Monday is Finance, Tuesday is Econ, etc.
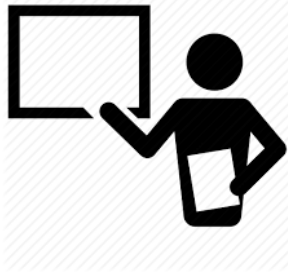
7 **PHONES OFF**

Keep your phone off of your work space desk. It is way too easy to get distracted.

8 STAY HEALTHY

Sitting at a computer is mentally taxing. Your body needs physical activity to keep working properly. Make time for physical activity and stick to schedule, i.e. three times a week, etc. Take walks, get fresh air, or whatever works best for you!

9 REACH OUT TO FACULTY

immediately if you do not understand an assignment or have a question regarding a lecture. Save all faculty contact information in an easily accessible place.

10 ENLIST A STUDY BUDDY

even if this is someone not living in the house with you. Someone who can keep you motivated and you can do the same for them. Make times to check with each other and discuss any issues that arise.

11 SCHEDULE BREAKS

It can help to actually set an alarm for 20-30 min (with your ultimate goal an hour). And concentrate on staying focused until the alarm goes off. Then give your mind a break for 5-10 mins. You can train your brain to concentrate longer and longer.

12 SCHEDULE ADVISING

early and often. Academic and Career advisors are available to provide support, resources, and guidance. This is a highly effective and proven way to ensure you are making progress towards your academic and career goals.

13 MAINTAIN A ROUTINE

Continue your school-year morning routine. Keep up your same schedule that you would have during a fully in-person semester and build in time for workouts, self-care, meal times, and mental breaks. Ask for cooperation from those who also live where you are living, to allow you the physical and social space you need to get your work done.

14 MAKE A VISUAL CALENDAR

near your work space and look at it often. It helps to organize your priorities in terms of most pressing, as well as keep you thinking about future assignments. Even if you keep all your appointments and due dates in Google Calendar (which is highly recommended), a visual calendar is highly effective.

We hope these tips set you up to be a successful virtual or hybrid student!

Remember to stay **#GabelliConnected**. Be sure to bookmark **fordhamsac.com**, the **academic calendar**, and **Gradlink**!