Tips to Succeed in Online Courses

1. **Stick to a regular daily schedule for working on your classes just like when you came to campus.**
    o   Exams and assignments that require specific times for completion will be scheduled **during the designated class time** since you are expected to be available for this time as scheduled, and this works for all students in the class.

2. **Put all assignments on a calendar and check the calendar every day.**
    o   Confirm due dates and times for assignments when unclear.

3. **Set up a dedicated workspace as free from distraction as possible.**
    o   Headphones can be helpful if you are working around other people.
    o   You know yourself best. You know your distractors and what factors facilitate your focus. Make smart choices about these. Put yourself in situations where you can reach your learning goals.
    o   If necessary, share with others around you what you plan on doing, and ask them to help you stay on task. This is particularly helpful if you struggle with procrastination and self-regulation.

4. **Check your course Blackboard page and CPP email on a regular basis to stay up to date.**
    o   Communication on Blackboard and through email will increase significantly so make sure you check more often than before.
    o   Also reach out to peers (you got contact information for some of them on the first day of class), and make a plan for how to keep each other informed, in case you miss an email or announcement.
        ▪   GroupMe and WhatsApp are helpful group chat phone apps that can facilitate this communication. Take advantage of them.

5. **Consider setting up informal study groups with your classmates using videoconferencing or other tools.**
    o   Zoom is an excellent program for arranging videoconferencing. Go to https://cpp.zoom.us to get started. You should be able to use your school credentials to log in. It might ask you to download the app. In which case you should do it. It can be downloaded to a desktop, laptop,

notepad, ipad, iphone, and android. You would be able to access it from any of these platforms.

- o The **Zoom app will be used** for synchronous class activities (e.g., during a test to answer questions, to supplement a lesson with a Zoom Q&A session), and office hours. The sooner you get familiar with it, the better.

6. **Take advantage of any question and answer discussion boards available through Blackboard, starting with the "Let's Stay Connected" discussion.**

7. **Communicate with your professor and recognize that they are also doing their best to adjust to online teaching so may not get back to you as quickly as they did before.**
   - o Do NOT hesitate to email your professor about anything. It is best to ask and clarify than to assume or not know something.

8. **Make time for breaks, leisure activities, exercise, and sleep to keep a healthy routine.**
   - o It might sound like common sense, but if you are used to face-to-face classes, you may not realize how much walking that leads you to do, which you will not be doing when taking courses online. Make sure you plan short walks to keep your metabolism going, which keeps your body more energized and your mind more alert for learning.
   - o If at any point you feel overwhelmed, please contact Counseling and Psychological Services on campus.

9. **Stay connected to your friends and family via the variety of different media options you have available today. Even if you cannot be physically together, it is important to stay connected.**
   - o Texting apps and social media provide a certain type of connection. But now that you will not have physical contact with many people for some time, video chats might help you fill in for that physical contact better than texting and social media. Remember you have Skype, Facebook video chat, and Zoom.

10. **Just do your best under these unusual circumstances. Be patient with yourself and others.**
    - o You are not expected to know everything there is to know about learning online. You are learning. This is a partnership between you and your professor. And supported by your peers. Reach out as much as you need to so that you can succeed.

Note: This file with tips may be updated.

Adapted from various sources within the Society for the Teaching of Psychology