

Preparing to Learn Online – Going to Online Classes in Five Steps

Use this **Five-Step Strategy** to transition to online instruction.

Step 1: Prepare to Learn Online

Get ready, know your tools and locate all your courses online.

Create your online learning environment.

Prepare an environment that will make it easy for you to complete your coursework.

- Locate a quiet place for studying. Make sure it's free of distractions and will support you in doing your best work online.
- Ensure you have a reliable Internet service. There are several local Internet providers that are offering low- or no-cost options for students.
- Review study habits for a successful online experience.

Find Your Online Course

GeorgiaView has all the courses that are on your course schedule.

1. Make sure you know your ID and Password.
2. Login to [Unify](#) to access Georgia View.
3. If your course does not display in My Courses, click on the "waffle"  icon in the menu bar at the top of the page. Enter your CRN number or course code from your schedule, then click enter. Pin the course for future access. [Find and Pin instructions](#).

Step 2: Know where to go for help

There's no need to do this alone. Georgia College provides a variety of support services.

Even though the campus is closed to students, you will still be supported. The same services you were used to visiting on campus will now be available remotely, including getting help with [technology](#) or getting health or emotional support from our [Student Health Services](#) or [Counseling Services](#). Georgia College is doing everything possible to make those services available to you online.

Academic Support

Academic Advisement

You can easily connect with a member of your academic advising team by email or phone.

Website: <https://www.gcsu.edu/advising>

Supplemental Instruction

Supplemental Instruction (SI) continues to support courses that had face-to-face SI Leaders through

online WebEx sessions. Students will receive details from their SI Leader on how to access the WebEx sessions.

Accommodation and Accessibility

The Student Disability Resource Center can meet with you virtually or by phone. To make an appointment, call 478-445-5931 or email disability@gcsu.edu

Website: <https://www.gcsu.edu/disability>

The Writing Center

The Writing Center will reopen virtually on March 30 and resume its previous Spring Semester operating hours: M & W 9 a.m.-7 p.m., T & TH 9 a.m.-5 p.m., and Fri. 9 a.m.-2 p.m. Sign up for an appointment through [Unify](#) by logging in and clicking on "Schedule an Appointment" in the lower right-hand column of the homepage. You can also [email](#).

Website: <https://www.gcsu.edu/writingcenter>

Health and Wellness

Student Health Services

You can't learn if you're not feeling well. Students who wish to meet with a provider via telehealth must call the office at 478-445-5288 and speak with office staff.

Website: <https://www.gcsu.edu/studenthealth> | **Phone:** 478-445-5288

Counseling Center

It is important for you to be well so that you can keep on learning during the campus closure. To support students, the Counseling Services staff are meeting with students via telephone and video conferencing only. Students who wish to meet with a counselor via telemental health services must complete and return the "Information, Authorization and Consent to Telemental Health Services" form [available here](#). If you would like to schedule an appointment with your counselor you may [email](#) them directly or call 478-445-5331.

Website: <https://www.gcsu.edu/counseling> | **Phone:** 478-445-5331

Technology Resources

Technology Help

You still have access to technology support even though you won't be on campus. When online, you can reach out to SERVE to get help with technology needs.

Website: <https://www.gcsu.edu/technology/studentinfo> | **Phone:** 478-445-7378 | **Email:** serve@gcsu.edu

Step 3: Find Out What to Expect

Your instructor has been working hard to prepare your online class. Take a moment to see what's new and what to expect.

- Read or watch any messages from the instructor.
- Locate the syllabus and review for changes.

- Check for changes to assignments, tests, and exams.
 - Make note of due dates.
 - Stay up-to-date, plan effectively, and meet deadlines.
- Identify the instructor's preference for communications including office hours.
- Familiarize yourself with the new online course environment.
 - Click through the available content.
 - Spend time learning where lectures, notes, videos, assignments, and quizzes are located.
- Make sure your instructor is aware of any technology challenges you are experiencing.
- Review the [Student Tutorials](#) for Georgia View.

Step 4: Practice Good Online Learning Habits

Learning online presents new challenges. Follow these tips and you'll feel in control.

- Stay organized and manage your time wisely.
 - Create a plan for when you will login to Georgia View.
 - Put together a weekly schedule for each of your classes that includes when to study and work on assignments for each course.
 - Create a schedule for how much time you will spend in each class.
 - Consider using your regular face-to-face schedule as a guideline.
 - For example, maintain your class schedule. If you have a class at 10 a.m. on MWF, make sure to study for that course (watch posted lectures, engage in class discussions) at 10 a.m. on MWF. Even if your class isn't meeting online together at the same time, you should stay in the habit of "attending class," to stay motivated and on track.
 - Prioritize your work. What due dates are coming up first? Make smart decisions about how to best spend your time.
 - Give yourself plenty of time to complete your work.
 - Space out your study sessions instead of cramming all of your learning work into one chunk. Doing so can increase retention and improve your chances of success.
- Keep the lines of communication open.
 - Stay connected with your professor.
 - Review the online syllabus for any updates to the previously communicated schedules and policies.
 - Stay connected with your classmates through class discussion boards, emails, texts, and virtual study groups.
 - Maintain a respectful, professional tone when communicating with faculty, peers, and university support staff. Remember that all of us are doing this for the first time, so there will be moments when things won't always go smoothly.
- Manage your environment.
 - If possible, identify a work and study space. It will help if you study in a quiet, well-lit place that is free of distractions. On your devices, close other windows and silence notifications.
- Stay engaged and motivated.
 - Stay motivated! We know that this is an uncertain time and that transition to online teaching in the middle of the semester is disruptive. The best way to stay motivated is to stay connected and engaged in your classes; maintain your course, program, and career goals; follow a good learning/study plan.

- Use learning activities beyond just watching a lecture or reading the text. Try multiple techniques for reviewing material, such as writing your own practice questions or quizzes, making flash cards, and engaging in virtual discussions with classmates. Remember that learning involves changing your learning strategies after you make mistakes.

Step 5: Keep Learning, Stay Healthy and Keep Up-To-Date

Learning online might be a new challenge, but now you're ready.

- Keep Learning:
 - Stick to your plan
 - If you've made it this far through our recommended 5 steps, you're ready to be an online learner and make the most of it. Now it's time to go do the work. You've got this...
 - Communicate with your classmates and instructor frequently.
 - It can get lonely learning online. Stay in touch with your classmates and rely on them for support.
- Stay Healthy:
 - Practice Social Distancing
 - Be aware of your sleep schedule and nutrition. Keeping regular hours will help to ensure that your brain and body are ready to learn.
 - Think Good Thoughts
 - You are adapting to a new situation; it will help if you keep a growth mindset.
 - Stay positive and reduce stress.
- Keep Up to Date:
 - Georgia College will provide all official communication related to our Coronavirus response.
 - Check your email regularly for official university updates.
 - Check the University's website [coronavirus website](#) regularly.