

OH NO! I'M SUDDENLY ONLINE...



So all of a sudden all of the classes you were taking on campus with your friends are online for the rest of the semester. And you're back home with everyone else trying to do the same thing. So what can you do?

GET ORGANIZED

Find a space

Try to find a space to study that has good internet access, is as free from distractions as possible and is comfortable (you'll be working in one place for longer periods than perhaps you are used to).

Set a schedule

Treat an online course as you would an on-campus course, setting aside a regular time to engage with material online, work on assignments, and engage with your classmates. Create a routine and stick to it to help make your transition to online learning smoother.

TIP:
Change out of your pajamas!

Make goals and keep track

Make a plan for what you will need to accomplish during the remainder of the semester—keeping in mind that some of your assignments may change now. Keep track of changes in your course syllabi, your to-do lists, upcoming due dates and your schedule in your preferred planning tool. Also, keep track of your progress – make a plan.

Don't Multitask

To make focusing on the task at hand easier, make sure you give yourself time for breaks, getting up and stretching, shifting to a physical task (that laundry isn't going to wash itself), and checking on friends. When you're working on your studies, ignore the texts, don't check email, turn off the TV and allow yourself to focus on your work.

GET READY

Test out your computer and internet connection to make sure everything is up to date and ready to go. Explore the learning space and become familiar with the tools in the Learning Management System. If you don't have a computer or some other factor that may make it harder for you to engage in online learning, reach out to your faculty to let them know.

There is still help

Most institutions will continue to provide support to students (remotely) on technology, tutoring, and other academic areas as classes shift online. Check to see what services are available and make use of them (they'll be lonely otherwise).

TIP:
Turn off distractions when you are studying.

GET BUSY

Check in early and often

Check your institutional email regularly for notifications and updates. This is the official channel for institutional communications, and you'll get course and other updates through that email.

Email your instructors and keep in touch, even if only to say hello. Reach out to students in your classes to find someone to study with virtually and help you keep on track and connected to your school and your peers.

TIP:
Check in with your friends and peers regularly via text, video or phone.

BE FLEXIBLE

This is a new situation for everyone. Finding new routines and strategies and figuring out what works and doesn't work for you will take time. Be patient with yourself and those around you as this unfolds, and share your victories and challenges with your family, friends, faculty, and peers.

TAKE CARE OF YOURSELF

Shifting to fully online may be stressful, so be sure to take time to get outside (but keep your distance!), pet the cat, eat healthy, and generally take care of yourself.

Social distancing should not mean social isolation. Stay in touch virtually with the people you encounter in class and on campus.

TIP:
If you can, get outside (but keep your distance)!

THIS IS NOT PERMANENT

It is important to remember that things will get back to normal; until then, the entire faculty, staff and administration of the USG will work tirelessly to ensure the success of all our students. In the meantime, stay well, get some rest, and wash your hands.

Some additional resources:

[6 Time Management Tips for Online Students](#) (Northwestern University)

[The Pomodoro Technique: Study More Efficiently, Take More Breaks](#) (University of British Columbia)