

TRANSITIONING TO BE AN ONLINE LEARNER

Making the shift to online classes can be a transition. Consider utilizing the following strategies in your online classes to help access information and engage deeper.

Time Management



Practicing time management strategies in an online setting helps to ensure structure, consistency, and completeness in a space that is designed to be more flexible. While the flexibility to work whenever is helpful, if not managed appropriately, can present challenges for students. Below are some strategies to help with time management in an online setting.

1. Create a schedule. You should treat your online classes as if they are in-person classes by designating specific set times for when you will work on them.
2. Note all of your assignments and when they are due. Your "calendar view" in your "dashboard" on Canvas will already do this for you.
3. Set reminders. Add reminders in your phone or on your computer to complete or work on assignments. You can also try apps such as Wunderlist to create to-do lists.

Note-Taking Strategies



Taking notes for online classes can be different based on how you are as a learner. Below are some strategies that you may want to try if you find that you are experiencing difficulty in this area.

1. Pause and resume lectures to jot down notes if you feel that you are falling behind.
2. Rewind lectures to clarify information being shared.
3. Utilize apps such as Otter AI, OneNote, or Notability to assist with taking notes.



Sustained Focus

Staying focused for longer periods of time on a computer can be tiring and repetitive. Below are some strategies to assist with maintaining focus and eliminating distractions.

1. Take breaks if needed.
2. Consider more movement. If able, try standing or stretching while working on assignments or watching your lectures.
3. Choose a "just right" space. Avoid sitting in your bed or other places that may become too comfortable, places with low or poor lighting, and places with many distractions or loud noises.
4. Utilize fidget tools or stress balls to help maintain attention and eliminate distractions.

Additional Barriers

As you transition to online classes, please feel free to contact your learning specialist at the Disability Resource Center if you continue to experience barriers in your classes or if new barriers present themselves.

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