

Student Guide to Transitioning to a Remote Online Learning Environment

As you make the transition to exclusively online learning for the semester, you may be facing new challenges, such as changes to your daily routine or working in a new environment with new distractions. Below are some helpful tips to help you focus and succeed.

1. Find a regular study space.

- Locate a quiet place for studying—the kitchen table, a comfortable chair, a desk—wherever it is, make this a dedicated space to help create a routine of where you study. Make sure your space is free from distractions and will support you in doing your best work online.

2. Stay organized and manage your time wisely.

- Check your course a minimum of 4 days a week.
- Record due dates and prioritize your work.
- Schedule specific days/times devoted to class review and coursework and stick to it. Put down the phone and don't check social media during this time.
- 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, if you have class at 9:30 am on MW, make sure to study for that course at 9:30 am on MW. Even if your class isn't meeting, you should stay in the habit of "attending class" to stay motivated and stay on track.

3. Stay engaged and motivated.

- Stay motivated! 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, and making flash cards.
- Stay connected with your classmates through discussion boards, emails, texts, and virtual study groups.

4. Communicate with your professor

- Read or watch any messages from your professor.
- Ask your professor questions and meet during virtual office hours.
- There may be times where you are unable to make timely progress on your work (e.g., lack of Internet access). First, check to see if your professor has sent you any guidance for these situations via email or GeorgiaVIEW. Communicate with your instructor in a timely manner regarding any needed accommodation. Your professors care about you and will remain flexible.

5. Take care of your mental and physical health

- Lessen your stress by eating healthy, exercising, and getting enough rest.
- Use positive self-talk to reduce anxiety or try meditation. Remember, you got this!
- Reach out to Counseling Services if you need additional support.
- Follow CDC guidelines by practicing social distancing and washing your hands regularly.

(Adapted from the academic continuity pages of [University of Connecticut](#), [Georgia State University](#), and [University of California Riverside](#))