

TRANSITIONING TO ONLINE INSTRUCTION

Let's face it, online learning is a little different than the traditional, in-person instructional environment we are used to at LMU. The below information are tips to help you excel and make the most of your online education.

IT'S A REAL CLASS

TAKE IT JUST AS SERIOUS

- "Show up" if your professor is holding Zoom lectures.
- Log on weekly, as needed.
- Fulfill assignments as designated.
- Attend "class" and participate as if you were still meeting in person.

ACCOUNTABILITY & MOTIVATION

HOLD YOURSELF ACCOUNTABLE

- Strive for success.
- Be organized, proactive, and self-aware.
- Stay on top of assignments; do not let yourself procrastinate.
- Online learning requires independence, responsibility, and internal motivation.
- Set goals and check in with yourself regularly.

TIME MANAGEMENT

TIME TO GET A PLANNER

- Create a weekly schedule.
- Check calendars, syllabi, Brightspace, and email regularly.
- Block out time for each class.
- Develop a to-do list for the rest of the semester.
- Devote at least 3 hours per unit each week.

STUDY ENVIRONMENT

CREATE THE PERFECT STUDY SPACE

- Have all the materials you need.
- Make sure it is quiet and free of distractions.
- Turn your cell phone is off and close apps and extra windows on your computer.
- Be comfortable and have good lighting.

LEARNING STYLE

WHAT WORKS BEST FOR YOU?

- Are you more productive in the morning or at night?
- With noise or silence?
- Should you print out materials because it is easier for you than reading on the computer?
- Do you like clarification so will be utilizing the "Raise Hand" and "Chat" Zoom features?

COMMUNICATION

SPEAK UP

- Seek help when they need it.
- Utilize the "Chat" feature during Zoom lectures.
- Email your professor (see [here](#) for tips) with questions.
- Schedule an online "office hour" appointment. Engage and communicate regularly with your professor and fellow students.

This change affects us all. Own your education. Make it what you want it. Advocate for yourself. Practice discernment and reflection; reassess how each week has gone, make changes, adapt to this new normal. Persist through this challenge; take this opportunity to learn about yourself, grow as an individual and student, and know you are not in this alone.