WOFFORD COLLEGE

OFFICE OF STUDENT SUCCESS

Remote Learning Tips and Strategies

1. **Your online course is equivalent to your on-campus course**
   a. Course logins are the same as walking into your on-campus course and having a seat. Be present.
   b. Login often to get an early start on assignments and discussion posts.
   c. Create a daily course login schedule to avoid being surprised by new material or assignments.
   d. Your professor will assign work for you to complete on your own, discussion forums, and/or real-time lectures.
   e. Keep your laptop charged and obtain some earphones.

2. **Hold yourself accountable**
   a. Avoid procrastination. Establish an accountability partnership with another classmate, friend, or a family member.
   b. Review the course syllabus thoroughly.
   c. Plan ahead by utilizing a planner to keep track of deadlines and assignments. Break projects into shorter-term tasks to build progression and a sense of accomplishment.
   d. Limit distractions such as tv and smart devices. Either turn your smart devices off or place them in another room.
   e. Choose a study space that is free of distractions and that optimizes your focus as best you can. Avoid multitasking.
   f. Continue to use learning strategies that worked in for you in the classroom.

3. **Do not be afraid to ask for help**
   a. Within Moodle, you can email and send private messages to your professor.
   b. Reach out to your professor if you are falling behind with your online course. The sooner the better.
   c. Utilize your resources. Learn more about Wofford's remote student resources here https://www.wofford.edu/coronavirus/student-resources

4. **Make connections with your professor and classmates**
   a. Organize a virtual chat study group.
   b. Begin a discussion thread and/or actively participate in an existing thread.
   c. Do not hesitate to set up a virtual meeting with your professor or advisor.

5. **Practice self-care and prevent burnout**
   a. Take a short 10 – 15 minute break after working on the computer or reading for 45-60 minutes.
   b. Get up, walk around, stretch, do jumping jacks, rehydrate yourself, grab a snack.
   c. Get a good night's sleep every day.

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Netiquette Tips for Online Courses

1. **General Info**
   a. Be sure to always treat professors and classmates with respect in your communication.
   b. Make sure that your language is concise and clear.
   c. Avoid humor and sarcasm so that messages are not taken out of context or produce a negative tone. Understand the difference between the intent and impact of your communications.
   d. Avoid slang and be sure that your communications are free of spelling and grammatical errors.
   e. ALL CAPS CAN BE INTERPRETED AS YELLING.

2. **Discussion Forum Tips**
   a. Make sure that your posts are on topic and related to the topic of the forum.
   b. Be thorough but brief.
   c. Read all prior messages before posting to prevent repetitiveness.
   d. Avoid generic and bland replies such as "I agree" or "Excellent point". Add supporting details that explain why you agree or why you think the point was excellent.
   e. You do not have to agree with the opinions of others but respecting others and their differing opinions are important.
   f. It is ok to utilize sources to support your thoughts. Just be sure to cite them accordingly.

Helpful Apps for Academic Success

- Moodle (yes, there is an app)
- Trello – organization
- Smartsheet – work management and collaboration
- Todoist – organization and planning
- Evernote – note taking
- Airtable – data management and organization

Helpful links

- Intent vs Impact
- Tips to Get Through Online Classes
- 7 Tips For Success When Taking Online Courses
- How to Succeed in Online Courses