

# ENGAGING IN YOUR ONLINE CLASSES

## STAY ORGANIZED

With so many things changing in your courses, you might be reliving that first-week-of-class confusion at finals-week pace. **Here are some things you might want to keep track of for each class:**

### Are in-person parts of the class changing?

- What are the in-person parts of this course? (lecture, lab, etc)
- Where can you find it or how do you access it? (live-stream, lecture capture)
- Is it at a specific time or can you watch it anytime?

**Here's one example of a way you could keep track:**

### Are assignments changing?

- Are there new due dates?
- Is how you're submitting your assignments changing?
- Are any quizzes or exams being offered virtually?

### What should you do if you need help?

- Is your course offering virtual office hours? When and on what platform?
- Is there an online forum for asking questions?

	Class 1	Class 2	Class 3
Important Dates			Paper Due Friday
Big Changes	No lab Live lecture	Discussion optional Recorded lecture	Paper instead of group project
Important Links	Lecture Link Office hours Link	Discussion Link Lecture Link	Group paper folder

## AVOIDING MULTITASKING

If you're doing more work on your own and your time is less structured, you might be more tempted to multitask. Many people think they can do multiple things at once. But research shows us that only about 2% of the population can multitask. Even if you feel like you're multitasking, you're probably not... really, you're switching between tasks very quickly (some call this "micro-tasking").

## MAKING THE MOST OF VIDEO LECTURES

- Stick to your instructor's schedule as much as you can.
- Find out how to ask questions.
- Close distracting tabs and apps.
- Continue to take notes as you would if you were there in person
- Watch recordings at normal speed.

## TRADING YOUR STRATEGIES FOR NEW ONES

Your routines may have to adjust during this time. Look for ways to adapt your usual habits or form new ones. If you usually study in a coffee shop or library, ask yourself what kind of environment helps you study. See if you can recreate that. Look around your dorm room or house and find a place to claim as your own study nook. Find a place where you are comfortable but will be alert. Be sure to make sure you chose a space that supports your learning style. Try to avoid doing coursework in bed!

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## SETTING A SCHEDULE

Setting a schedule for yourself can help provide structure and keep you motivated. If you don't already keep a weekly or daily calendar, try something like the example below to organize your time. Include time for exercise and self-care.

	Scheduled Activity	Course Tasks	Personal/Self-care
8am			Shower, breakfast
9am	Call in for remote lecture		
10am		Read Chapter 3	
11am			Break - video call with friend
12pm			Lunch
1pm		Read Chapter 4	
2pm	Read lecture with classmate		

## WORKING WITH A GROUP OR TEAM

- Try not to procrastinate
- Meet regularly
- Set a purpose for meetings and use a shared notes doc
- Keep videos open when you can
- Check on each other and ask for backup

## STAY CONNECTED WITH OTHER PEOPLE AND FACULTY

Even if we limit how much face-to-face time we spend with others on campus, connecting with family and friends might be more important than ever. And staying in touch with instructors, classmates, and group mates is still important for continued classwork.

## ADDITIONAL RESOURCES

- [Benedictine University COVID-19 Updates](#)
- [COVID-19 Prevention](#)
- [Academic and Career Enrichment Center Information](#)
- [MyStudy Life Schedule Creator](#)
- [Virtual Peer Tutoring and CPE Schedule](#)

*Adjusting Your Study Habits During COVID.* Adapted from University of Michigan. Retrieved March 24, 2020 from [here](#).