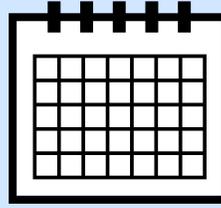


# Strategies for Learning in Online and Remote Courses

## BEFORE

- ✓ **Read the syllabus**, front matter, and any communications from your instructor.
- ✓ **Check that your notification settings** are set to receive course announcements via email. *Here's how to do it in [Canvas](#) and [Blackboard](#)*
- ✓ **Find and review the course calendar**. *Here's how to do it in [Canvas](#) and [Blackboard](#)*
- ✓ **Add key dates to your personal calendar**.

## EACH WEEK



**Review the syllabus**, calendar, and any communications from your instructor.

**Preview assignments** and quizzes that are coming due.

**Block out time** to engage with course content.

**Look for resources to support your learning** like supplemental readings, handouts, and lecture transcripts.

## STUDY EFFECTIVELY



### Take notes

Most embedded video players allow you to pause and rewind in order to take accurate notes. Take advantage of this, especially when you encounter information-rich slides.

How to take screenshots with:

- Windows
- Mac
- iOS
- Android

### Take frequent breaks

Binge watching—or reading—course materials is sometimes necessary. But you learn more by pacing yourself. Break material down into small chunks. Take a 5-minute stretch break once or twice an hour. Give new information a chance to sink in.



### Reflect

One effective strategy for improving your information retention is to pause after each chunk of content and write out a list of the 3 or 4 most important points you have just encountered. As you move forward in the course, your lists can also serve as an index you can refer back to.

## CONTACT

Your instructor, and any course TAs, are in the class to help you. If you have questions about content, assignments, or due dates, please be in touch through whatever means are described in the syllabus.

### Be respectful and reach out early.

If you let the course team know you are willing to be flexible, they are more likely to be flexible in return.



## MANAGE YOUR TIME

Am I engaging with my peers enough?



Am I spending too much time on reading?

Am I spending too little time on assignments?

When there is no in-person component to a course, it is all too easy to forget to engage. But like all online activities, it is also easy to overinvest. Find out how much time your instructor expects you to spend each week, and stay close to that mark.

We **very strongly recommend** not leaving work to the last minute and missing deadlines. Completing your work in a timely manner is an excellent predictor of success.

## ENGAGE WITH YOUR PEERS

### Establish a sense of community



It is easy to feel isolated when you are learning through a screen. Help yourself—and your classmates—by jumping into opportunities for peer interaction with both feet. It can be useful to establish unofficial channels of communication with your classmates using text and chat tools, email, or social media.



### Be respectful

As the course progresses, you may find that you disagree with your classmates and instructors. This is good. Spirited and civil disagreement is an excellent tool for learning, assuming you approach it with an open mind and a sense of collaboration. Argue the issues. Be sincere in your positions. And steer clear of personal, or *ad hominem*, attacks.