Tips for Online Classes

1.) Make class/work time consistent. Scheduled time for your classwork to be done everyday/as often as needed, even if your professor has not set any specific time.
   a.) Psychology: (MW- 10:30-12:00)
   b.) Biology: (MW 3:00-5:00)
   c.) Writing: (TR- 12:00-1:30)
   d.) Econ: (TR-4:30-6:30).

2.) Set weekly goals for each class. Use your updated syllabus to fill in as much as you can. Make a note if some information is still pending.

Week	Class A	Class B	Class C	Class D
1	Everything that needs to get done this week for this class.			
2		Make it easy to understand, like bullet points.		
3			-Read Ch 7,8,9 -Dis. Post 1,2,3,4 -Respond to 3 others -Find 3 sources for APA research paper	
4				Once this is all filled in, you will have a better idea of what weeks will be heavier and **reduce your chances of becoming overwhelmed.**
5				
6				
7				
8				

Once you complete your week-to-week you can break it down further to day by day if needed.
Best to do this about 2-3 days ahead of time but can be done the night before.

Time	Class A	Class B	Class C	Class D	Other
9:00-10:00	Discussion Post				
10:00-11:00			Intro Rough Draft		
11:00-12:00					Break/Lunch
12:00-1:00		Start reading Ch 7			
1:00-2:00				Cengage Module 2	
2:00-3:00					Break
3:00-4:00	Respond to a Post				
4:00-5:00		Finish Ch 7			
5:00-6:00			Revise Draft		

3.) It can be difficult to start a new project right at the beginning of the day (or any time). If you can't "Eat the Frog," try doing something to get you shifted from "home-mode" to "work-mode." This is especially important for those who have never done much school/intense work from home before.

    a.) <u>Before trying to open your laptop and write the entire paper from the spot you left off, read and revise something you already wrote. Simple tasks like editing or replacing words is a good place to start.</u>

    b.) Listen to yourself, if you need a break take it. Don't let yourself and your work suffer.

4.) Participate, don't let the work pile up. **Doing 6 hours of work on 1 day is much harder than doing 1 hour for 6 days.** This may not always be feasible, by using a day to day planner, you will be able to account for how long things actually take in about a week or two. Then you will likely not have to plan as much and will not need to block so much time out for work.

5.) Remember, you will get the hang of online classes. Your best tools for success are scheduling, time management, patience and perseverance. Good Luck.