

## **Tips for Online Learning**

by the 2020-21 Study Mentors,  
Athletic Study Mentors & Conversation Partners

Some of your classes may now be hybrid or fully online. Here are some suggestions from the CTL's student workers on how to succeed in an online class:

- ✓ Keep an up-to-date calendar. A hybrid model can be confusing, so keep a paper or electronic calendar so you know when you're in person, and when you're on Zoom. Check Canvas often for updates
- ✓ Get in the mindset that you are "going to class." Get dressed and ready as if you were heading to Stern Hall.
- ✓ Get energized before class: if you've been working at your desk for a few hours, get up and move around, and ideally go outside for some fresh air before class starts. You may even want to find an alternate location for attending class, just to put yourself in the mindset of "going to class."
- ✓ When attending class, focus! Don't multi-task: turn your phone off or on silent or (best) leave it in another part of the room. Close all windows on your computer that aren't required for the class.
- ✓ Engage in class as much as possible – keep your camera on, answer and ask questions. Participation is still important!

### ***Taking notes in an online class***

Taking notes will help you focus and make it feel more like an in-person class:

- ✓ Sit at a desk and take notes on paper as you would in a classroom.
- ✓ Be prepared: complete all your reading and other assignments so that you can take better notes.
- ✓ If possible, record the class so that you can go back and review your notes.
- ✓ Without as many visual aids or a whiteboard, you will need to pay even closer attention to what the professor emphasizes.
- ✓ For discussion classes, focus on summarizing the main ideas, rather than transcribing the whole discussion.
- ✓ Leave blank spaces if you miss something; review your notes after class and fill in any blanks by reviewing the reading, attending office hours or Teaching Fellows, or connecting with another student.

In general, take the responsibility to know what you need to learn: online classes require you to be an active learner!

For more support with study skills, visit the Study Mentors.  
See the CTL website for more information [www.hws.edu/academics/ctl/](http://www.hws.edu/academics/ctl/).