

DIGITAL LEARNING SURVIVAL GUIDE

GET MOTIVATED OR BE DISCIPLINED

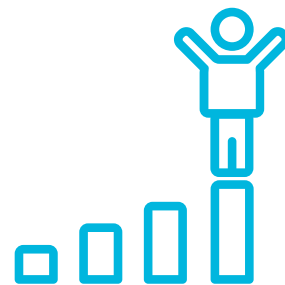
- **You won't always be motivated. You must learn to be disciplined!**
- **Practice Self-Regulation. Develop your Independence.**

In the physical classroom there are systems in place that regulate your day. Bells ring to begin and end class. Teachers give instructions and help guide your actions. You can watch classmates for behavioral clues. In distance learning, you have to do all these things for yourself. You have to learn to avoid distractions, get yourself to focus on what you are supposed to do, know what time it is, and not let your school life seep into your home life and vice versa.

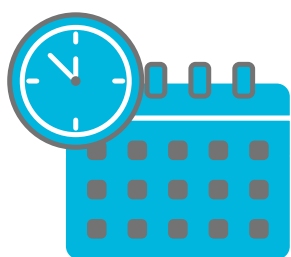
- **Set clear, measurable goals.**

Setting goals can help you stay motivated and beat procrastination. Goals should be specific and easy to measure, such as "I'll watch all the videos in Module 2 and complete the first assignment." Break large goals into manageable pieces that you can conquer one by one.

- **Accept that you will have productive and less productive days. Learn how to deal with setbacks in a constructive way.**
- **Reward yourself when you complete a goal.**



CREATE A SCHEDULE & MANAGE YOUR TIME WISELY



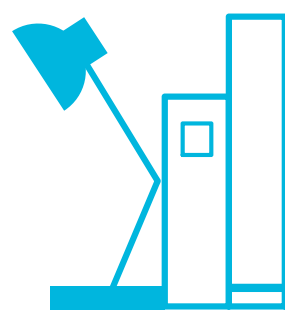
- **Keep an up-to-date calendar and a to-do list.**
 - Keep a "life calendar" that includes everything that consumes your time (all your synchronous classes, assignment due dates, sports practice, job hours, family events, etc.) so you know when your time is limited and can plan accordingly.
 - Know every deadline. Write down due dates of assignments on your calendar and/or to-do list. Break long assignments into smaller chunks and assign each portion a due date.
 - Prioritize your to-do list. You might try writing down what you must do, should do, and could do each day.
- **Include breaks as part of your routine (google Pomodoro Technique)**
- **Say NO to multitasking.**
- **Time management is a skill that can be learned and developed.**

STAY ORGANIZED

- **Create an appropriate study environment:**

Have a dedicated study area, ideally NOT your bed. Have all needed physical materials available (computer, writing utensils, paper, calculator, water bottle). Minimize distractions by putting away or silencing your cell phone and social media, turn off Netflix, turn off video games, etc.) Consider using an app blocker like Cold Turkey.

- **Know what digital tools are used in each class. Know how to access them.**
- **Organize online files and links so you can access them for review.**



REMAIN ENGAGED IN ALL ASPECTS OF THE COURSE



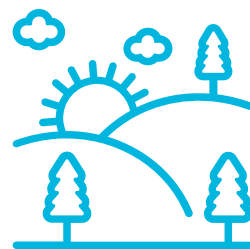
- **Actively take notes during synchronous lessons or assigned videos**
"Taking notes can promote active thinking, boost comprehension, and extend your attention span. It's a good strategy to internalize knowledge whether you're learning online or in the classroom. So, grab a notebook or find a digital app that works best for you and start synthesizing key points."
- **Be part of the conversation during synchronous lessons.**
Answer questions posed by the teacher. Ask questions during synchronous lessons.
- **Put in sufficient study/review time outside of synchronous class.**
Class is not JUST the synchronous lesson.

- **Read feedback provided on graded assignments. Look over returned quizzes and tests and analyze your errors. Re-do and resubmit the assignment if allowed.**
- **Know each teacher's communication protocol.**

Where will announcements be posted? How often will new announcements be posted? Is texting the teacher acceptable? What is an expected response time? What is the teacher's routine for posting grades?

TEND TO YOUR PHYSICAL HEALTH

- **Drink enough water. Eat healthy foods.**
- **Get enough sleep.**
- **Go outside for some fresh air and sunshine.**
- **Exercise.**



"Education relies on the well-being of learners and instructors," said Dr. Anees Chagpar from Yale's School of Medicine. "Sleep improves productivity. Exercise improves cognition and leads to fewer days in the doctor's office. A balanced diet provides essential energy to tackle challenges. There is clear data that taking care of our health is critical not only to preventing disease, but also for improving our quality of life and learning ability."

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