

## A Week-by-Week Guide: Mastering Online Classes

### Before Week One:

- ❖ Check your email
- ❖ Go to [myapps.uno.edu](http://myapps.uno.edu) and click on the zoom icon to setup a zoom account with your uno email
  - Download the zoom app on your computer/ iPad AND smartphone (if available)
- ❖ Log into Moodle and see if any of your classes have live pages
  - If you've been in classes with Moodle pages before, re-familiarize yourself with the platform
  - If you find a syllabus, start writing due dates into the calendar suggested on the next point below:
- ❖ Make a calendar of all the times you have synchronous classes and start thinking about where you can fit in time for any asynchronous classwork
- ❖ Set up your zoom/ study space
  - Chances are you'll have at least one class on zoom, so figure out and maybe even set up where your computer is going to go. Will you need headphones? Do you need to create a sign to let your roommates/ parents/ siblings know when you're "in class."
  - If you have more than one zoom lecture back to back think about finding a space where you can both stand and sit while in class, I know I get antsy when I've been sitting too long and with zoom you don't walk from building to building in between classes.
- ❖ No computer? See if you can rent one from the library (email: [libtech@uno.edu](mailto:libtech@uno.edu))
- ❖ Check your schedule daily as the first day of classes approaches, to see if any hybrid classes have transitioned to being fully online.

### Week One:

- ❖ If you haven't already, get familiar with Moodle and write down all your due dates
- ❖ Now that you've experienced classes online, try to map out your time, including snack and stretch breaks
  - If there are not due dates and you can complete the assignments at your own pace, then write down a realistic timeline for completing each assignment. *Do not wait until the end of the semester.* This will only lower your work product in your online class and possibly affect your productivity and success in other courses. Not to mention your stress levels will sky rocket.
- ❖ Assignments
  - Where are the assignments located?
  - Do you need to login to an additional resource? MyMathLab, Connect, and Wiley Plus might factor in here.



- ❖ Email your professor with any initial questions *after* you've thoroughly looked through the syllabus and the course's Moodle/ other websites. **Problem solving on your own with save both you and your professor valuable time.**
- ❖ See if you can connect with a few other students in the class and exchange email or other contact information. That way if you need a study buddy or study group you don't have to try and set that up with the pressure of a test or deadline.
  - You can always message a fellow student privately on zoom. You can also go into your classes Moodle page and find another student's email under "participants."
  - You should also be able to message classmates via moodle under the course dashboard.

**Week Two to Five:** *These first few weeks are the most important for establishing and maintaining a routine that will make you successful in an online class. Once you know what is expected of you and you have a routine, the online class should seem less daunting.*

- ❖ If you don't have a zoom lecture, schedule a "class time" (same days/ times each week) to get on Moodle and review materials/ complete assignments
- ❖ If you do have zoom lectures, make sure you also schedule "study time" to work on assignments, projects, and review material
- ❖ This is when time management becomes key in keeping up with assignments and not getting overwhelmed with schoolwork
- ❖ Write to-do lists or keep a planner
  - Zooming from home and not being in a physical classroom environment can be unmotivating to work on schoolwork. By making lists, working ahead, and keeping on top of all your classes you will lower your stress and produce better results.
  - It's also just plain hard to keep track of all the to-dos with COVID-19 forcing us into an altered normal routine! Writing things down will help you stay on track.

**Weeks Six to Eight:** *Do you have a midterm?* If not, evaluate how you are doing in the class, how you feel about the material. Have you been staying on top of assignments? Look ahead at the rest of the semester and see what you'll need to accomplish.

- ❖ If you feel your online class routine may not be working for you, come see us at the LRC!
- ❖ Evaluate if you need tutoring. Or need to "meet" with your professor/ email questions.
- ❖ Continue logging into class regularly! Attending class regularly and staying connected is key to your success.

**Week Nine to Thirteen:** *You're more than halfway there!*

- ❖ Map out the last of your upcoming tests, assignments, quizzes, projects, etc. This is when the semester tends to ramp up the most AND when students feel tired of the constant



schoolwork. It can be tempting to procrastinate or slack a bit, but try not to let yourself fall behind.

- This is also the most important time of the semester for self-care. Take the time to plan out your responsibilities so you can get a good night's sleep, some Netflix time. You can also add in something fun while studying to help get you through the day: paint your nails while reading or writing an essay, take five minute stretching breaks every 10 pages of reading, get your favorite snack to munch on alongside a grueling study session, make time to sit outside during homework time.

### **Homestretch Finals Week**

- ❖ You've almost made it! Now is the time to map out the dates and times for your finals and any requirements from your instructor.
- ❖ Finals week won't be easy, but you if you take steps to prepare along the way you'll feel confident and know exactly how to excel.
- ❖ Study in chunks and take regular breaks both to rest and give your eyes a rest from the screen.