

# ONLINE LEARNING: Are You Ready?

## Study Habits

- Manage distractions
- Designate a quiet learning space
- Make a plan - set a schedule
- Do the easiest tasks first



## Reading Online

- Manage distractions like pop ups
- Learn why and how to annotate and take notes
- Use reading software



## Communication Skills

- Get unstuck - ask for help
- Actively participate
- Send email introduction to instructors
- Check your email regularly
- Be respectful, professional, and polite



## Self-Direction

- Know your resources. Be diligent!
- Build in time to organize & make adjustments
- Choose a calendar - paper or electronic
- Create a list of assignments by due date
- Know how and where to turn in assignments
- Academic honesty - keep it real!



## Technology

- Understand all technical requirements
- Use video conferencing
- Ensure stable internet connection
- Explore assistive technologies
- Test all your technology
- Know who to call for technical help

