How to be a Good Student Online

Due to all the changes taking place and all KU classes moving to online classes, many students are having to adjust both their learning and their personal routines. Below is a guide assembled from various resources to help you navigate the changes in your learning environment and, most especially, the world of online learning.

First, a couple important terms for online learning:

- synchronous = everyone "in class" at the same time
- asynchronous = NOT "in class" at the same time

How to deal with the changes that are taking place during Covid-19 and the Stay-at-Home order

- https://remote.ku.edu/getting-started
- https://remote.ku.edu/student-resources - includes both academic and non-academic support resources and offices at KU
- https://ai.umich.edu/wp-content/uploads/2020/03/student-disruption.pdf

Managing your time and staying on track is one of the hardest things to do as a student, especially online

- There's a false belief that online classes are "easier"
  - Online classes have the same content and require as much time as in-person classes
  - Asynchronous online classes can be **MORE difficult** than in-person classes because there is less structure – you must create the structure yourself
    - BUT, asynchronous classes are convenient – you can work on them at any time that is convenient for you
- Check Blackboard at least one time a day. This allows you to look for new information posted in your course on a regular basis, which means smaller amounts of information each time.
- Create a schedule to make sure you aren't missing anything
  - Start with a semester plan, including all test and due dates
  - Create a weekly plan that includes:
    - Anything with a set schedule such as classes, appointments, and meetings
    - Assignment and project due dates – don't forget to add "mile markers" for large assignments and projects
    - Your daily routine items like meals, cleaning, shopping, etc
    - Schedule your exercise and sleep times too, otherwise they usually get neglected!
    - Make sure to schedule time for relaxing and fun activities
- Use your natural cycle to your advantage
  - Schedule time to work on larger or more difficult assignments during the times when you have your highest energy or when you concentrate best
  - Save easier or smaller tasks for when you have a harder time concentrating
- Break study sessions and larger assignments down into smaller chunks

- o Use an assignment calculator to determine how much time you will need for larger assignments. Use this one from the Univ. of Minnesota https://www.lib.umn.edu/ac **OR** plan to work for 2 hours for every 5% the assignment is worth
- o Schedule longer study or work times for the amount of time that works for you. Maybe you prefer longer sessions of one to two hours, or perhaps you work best in 30 minute sessions
- o Take breaks to stretch, rest your eyes, and give your mind and body a chance to rest
- o Have small tasks, perhaps flashcards for studying, with you at all times so you can use small breaks effectively

Here are some sites with good tips and tricks for time management

- o Time management and other Academic Success Guides from KU's Academic Achievement and Access Center (AAAC): https://achievement.ku.edu/aaac-success-guides
- o An assignment calculator for Univ of Minnesota Libraries: https://www.lib.umn.edu/ac
- o A great website about time management and other essential study skills from Algonquin College Student Support Services: http://algonquincollege.libguides.com/studyskills/timeManagement
- o A PDF for a Time Management Workshop from Simon Fraser Univ: https://www.lib.sfu.ca/system/files/28965/multi-time.pdf
- o "7 Essential Time Management Apps for Online Students" from Straighter Line: https://www.straighterline.com/blog/7-essential-time-management-apps-online-students/

Setting up a good study environment may not seem super important, but it can help quite a bit

- Designate a dedicated study space, preferably one that is a "study only" space and has:
  - o Somewhere comfortable to sit and study
  - o Good lighting – poor lighting will make your eyes hurt after a while and may even cause headaches
- Make sure your study space is "clean" during study time - this lowers stress and makes sure you are not distracted
- Limit distractions such as video games, social media, and non-academic web surfing

Participate fully in your class

- Make sure to participate regularly in discussions, whether in a synchronous (synchronous = everyone "in class" at the same time) video class or through an asynchronous (asynchronous = not "in class" at the same time) online discussion board
  - o Participate even when it is not required
  - o Be polite and respectful of your teachers and fellow students
    - ▪ Use "school language", even with your classmates. Save informal language for your friends and family during non-school activities.
- Read everything thoroughly!
  - o Read your syllabus and class updates so that you're aware of due dates and CHANGES
    - ▪ Make note of due dates and changes in your planner/calendar

- o Read assignment descriptions and rubrics to make sure you know exactly what you are supposed to do
- o Complete assigned readings BEFORE class or working on related assignments
  - Take notes or highlight, even if reading in an electronic format (you may have to download readings before you can highlight an electronic text)

Get help when you need it!

- o Don't wait until it's too late to get help, ask for help as soon as you realize there is a problem! That may be after a technical problem, after receiving a bad grade, or when you simply do not understand a new concept or assignment.
- o Instructors are still available to help – you can contact them through e-mail or set up an appointment to speak with them during office hours or at another time using a video conferencing tool like Zoom
- o Use general academic help resources available at KU:
  - A list of academic (and non-academic) resources and offices at KU: https://remote.ku.edu/student-resources
  - AEC Cross-Cultural Advisors (for current AEC students only): https://aec-clone.drupal.ku.edu/advising-counseling
  - KU Writing Center: http://writing.ku.edu/
  - KU Academic Achievement and Access Center (AAAC): https://achievement.ku.edu/
    - Academic Success Guides: https://achievement.ku.edu/aaac-success-guides
    - AAAC on Instagram: https://www.instagram.com/3acku/
- o **Having tech problems? Try these places for help:**
  - https://remote.ku.edu/student-tech-how
  - https://remote.ku.edu/remote-work-guide-1
  - If you're having problems with accessing the internet try: https://remote.ku.edu/access
  - You can also e-mail or call KU at itcsc@ku.edu or 785-864-8080 for regular tech support or itedtech@ku.edu or 785-864.2600 for help with Blackboard

  Want more resources to learn how to be successful online?
  - https://remote.ku.edu/guide-online
  - https://www.learnhowtobecome.org/career-resource-center/student-success-online-college/
  - https://goodcolleges.online/study-tips-for-success/