

LEARNING ONLINE



Academic
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GETTING READY

Stay Informed

Stay up to date on the most current information at [Duke United](#) and [Keep Learning](#)

Check your email. Email is one of the primary forms of communication.

Get Organized

Assess what materials you have with you and what you may need.

Know Your Time

Time looks different online. You may have more of it, or new obligations. Here are a few things to consider:

- What works & what's different now?
- What academic activities do you need to schedule?
- What non-academic activities do you have now?
- What else do you need to consider? (time zones, obligations, work)
- How will you track assignments? Schedule and manage your time?

Know What You Need to Know

By now you've mastered the day-to-day of being a student, but right now many things you know automatically (how to ask questions in class, where/when class takes place) may be different.

Make a list of what you need to know. Below are some starting points to consider. Practice patience and know you are not the only one who is uncertain - your instructors are figuring it all out too.

- Is your class synchronous (real-time) or asynchronous (on your time), online, in-person, or both?
- Where will you find class lectures/materials/etc.?
- What tools/apps do you need to download or learn?
- What does your syllabus tell you? (assessments, assignments, grading, expectations, timing).

This does not have to feel impossible.

Use this guide as you navigate your courses this semester.

Identify Learning Spaces

Where will you learn best? Do the best you can to create a strong learning environment.

Change it up! Consider one space for lectures, discussions, and online engagement and another for working on papers and studying.

What's in the way? What other factors in your environment (time of day, other people) might impact your space?

Be intentional. Minimize distractions, keep it separate from your sleep/relax space, and have the tools & info you need available.

Review & Revise Your Goals

Identify your goals for the semester. How can you remind yourself what you are working towards?

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STARTING CLASSES

Create Structure

Treat your courses as if you are on-campus (even if they're not). If they are not happening in real-time (asynchronously) schedule your course activities to happen consistently, as if you were on campus.

Develop habits and routines for your days.

Identify accountability structures.

Communicate & Engage

Actively participate in online forums, hangouts, Zoom groups - if you're actively engaged you will learn better!

Be proactive! Contact instructors about virtual office hours, schedule a [learning consultation](#) and meet with [peer tutoring or study groups](#).

Reach out to friends and classmates to set up your own online meetings and study groups.

It Is All New

Everything is new right now and none of it is what you were expecting. That has an impact.

All of this has an impact on your brain. Communicating via video takes different skills and energies than in person. You're learning new ways of participating in class, engaging with friends, managing your new space and time. All of these things take time, energy and focus. Give yourself frequent breaks. Consider re-calibrating your expectations around how long it 'should' take you to do something. In short, give yourself a break.

Remember, you are not alone in this. Everyone - and we mean everyone - is in this together. Reach out to friends, instructors, and campus resources like the [ARC](#).

Monitor Motivation

What strategies do you need to manage your motivation?

Where are your procrastination pitfalls? How do you get things done when you're not motivated?

Write down what does and doesn't help keep you motivated now.

Stay Active

With more courses online, you will be spending more time in front of a computer and less time walking to classes or the library.

Identifying time for activity is fundamental for your focus, motivation, and health.

You may not have access to a gym right now, so identify what you can do and when. A walk around the block, a trampoline in your bedroom - be creative!