GETTING READY

Stay Informed

Stay up to date on the most current information about Duke’s response to COVID-19.

Check your email. Email will be one of the primary forms of communication over the next few weeks.

Get Organized

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

Revisit Time Management

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

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

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

Revisit your goals for the semester. What’s changed? How can you remind yourself what you are working towards?

Know What You Need to Know

By now you've mastered the day-to-day of being a college 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)?
- Where will you find class lectures/materials/etc.?
- What tools/apps do you need to download or learn?
- How has your syllabus changed? (assessments, assignments, grading, expectations, timing).
LEARNING ONLINE

STARTING CLASSES

Create Structure

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

Develop new habits and routines for your days.

Identify new accountability structures.

Monitor Motivation

What new 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.

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.

Stay Active

Everything is now in front of a computer.

You don't have to walk to classes, the library, or your dorm. 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!

It Is All New

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

All this new and unknown 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.

arc.duke.edu | theARC@duke.edu | 919.684.5917
RESOURCES

Keep Learning at Duke
keeplearning.duke.edu
Your go-to website to understand what resources are available to support your learning, and for answers to questions you may have.

Academic Resource Center
arc.duke.edu
All services are now online. Attend scheduled sessions to help you navigate the current disruptions in your academic life, schedule learning consultations, or join a group tutorial or study group.

CAPS
studentaffairs.duke.edu/caps
Contact CAPS to discuss issues and resources related to mental health.

APPS & TECH
Cold Turkey - Blocking App
Getting Started with Zoom

Check arc.duke.edu as we continue to add more resources, tools & information about learning online.