

# SUCCESSING IN ONLINE CLASSES

Students across the country are transitioning to online classes at their college or university. College Forward has compiled several tips and best practices for how to be successful in this new course format.

1

## STAY HEALTHY

It is important to take care of yourself and stay healthy. Get plenty of sleep, stay hydrated, wash your hands frequently, practice positive self-talk, and prioritize your self-care. As your schedule shifts, be sure to find time to stretch, workout and connect with friends. Try to stick to your schedule and keep routines as much as possible.

[Tips from the CDC for staying healthy during Covid-19 outbreak.](#)

[Ten Things you can do for your mental health - U of Michigan](#)

[Taking Care of Your Mental Health in the Face of Uncertainty.](#)

2

## GET ORGANIZED

Have a plan for where you will complete your schoolwork and create a space for yourself. This will go a long way in reinforcing your ability to succeed in a new college environment.

[How to Create and Organized, Productive Study Space](#)

Use a checklist to identify the items you will need to complete your coursework. Some of these might include: Wifi, Laptop, Textbooks,

[Check out this list from UTEP](#)



**3**

## EXPLORE + PRACTICE EFFECTIVE STUDY STRATEGIES

Distributed Practice - This study strategy requires that you spread your learning out over time -- no last minute cramming! Focus solely on studying in 20-30 minute sessions, and take small breaks between study time.

Practice Testing - Quiz yourself on the information you are learning. For example, after reading a chapter, ask yourself what the 3 key takeaways were. Keep yourself honest! If you are unsure, go back and review what you read.

Self Explanation - This study strategy is similar to note-taking or journaling. As you are taking in information from a video lecture, continue to take notes, and explain the information presented in your own words. This will encourage critical thinking and increase your retention of the information.

**4**

## MAINTAIN A FAMILIAR SCHEDULE

Once you have a plan for taking your learning remote, stick to the schedule you have already become familiar with this semester. Changing your routine can cause increased stress and inhibit your learning. If your professor shares video lectures that you can watch at any time, plan to watch them during your regular class time.

**5**

## CONNECT WITH PEERS ONLINE

When taking online classes, it is more important than ever to connect with other students in your class. Help to hold each other accountable to completing the work, and share your own tips on how to successfully navigate the coursework online. Use video chats to build a virtual study group, or start a group chat with other students in each class.



**6**

## INCREASE COMMUNICATION WITH YOUR PROFESSORS

- Maintain a relationship with your professor through email. Overcommunication is better than no communication.
- Ask your professors about their plan for virtual office hours, and plan on meeting with them during that time in addition to email.
- Remember, changing to online courses is new and unexpected for professors as well, so don't expect them to get it all right. Increasing your communication will help both you and your professor succeed.

**7**

## USE TECHNOLOGY WISELY

- Stay off of social media, turn off the TV, and put down the PS4 controller when you are participating in your online courses.
- Take notes during your video lectures rather than relying on being able to replay the video.

**8**

## REACH OUT TO YOUR COFO COACH

College Forward is here to support! Contact us at any time in regard to any of these steps.

**9**

## ADDITIONAL RESOURCES TO EXPLORE:

[8 Strategies for getting the most out of Online Classes](#)

[5 Tips for Being Successful in an Online Course](#)

[5 Tips for Online Student Learning Success](#)

