




1. Be kind to yourself

- ❖ For most of us, fully online is a new experience.
- ❖ We will do some things well, and struggle to make other things work – so be as kind to *yourself* as you would be to another person.
- ❖ If you find yourself becoming anxious, please reach out – to your lecturer, friends (call one every day), or a counsellor. [CAPS](#) is available online.


2. Relax

- ❖ Even though you won't be seeing your lecturers, everything you need for your course will be on your Moodle course site.
- ❖ Ask if you can't find it.




3. Be realistic

Online learning requires just as much time and energy as a traditional classroom course, even if you can do it in your pyjamas!



<http://blog.kathens.com/pyjamas-productivity/>

4. Be prepared



<https://social.oxf.edu.au/study-4jpn/4jpn/why-you-shouldnt-study-in-bed-emma>

- ❖ Set your alarm to wake and get up each morning, get dressed, exercise and eat, AS IF you were going to uni (wherever your 'uni' space is).
- ❖ You don't need a whole room for study—just a small corner will do (but not your bed!)
- ❖ If at home, let friends and family know when you will be "at" uni, so they know not to disturb you.
- ❖ Plan mini-exercise and drink breaks (Google the "Pomodoro technique").

5. Think about your time management

- ❖ Set yourself a manageable 'at uni' schedule that reflects your previous time commitment to your courses.
- ❖ Make sure you participate in any scheduled online activities – these will help you remain connected with your lecturers and the other students.
- ❖ Flexibility is one of the great benefits of online learning, but it can also be a drawback, especially if you procrastinate. Make a daily "to do" study list, and tick things off as you complete them (because research shows this feeling of accomplishment is a great boost).



<https://corporatefinanceinstitute.com/resources/careers/soft-skills/time-management-tips-4/>

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6. Think carefully before you write or post anything

- ❖ Communicate with your lecturers, who now can't 'see' when something isn't clear. Tell them (politely) both what you need, and what is working well.
- ❖ It may feel awkward to talk with your lecturers this way (and it may be awkward for some of them too!), but don't be shy about using Moodle tools to communicate.
- ❖ Remember to think before you post - words can be misunderstood unless used carefully. How you write in chat rooms, blogs, etc may not be appropriate for university.
- ❖ Also, never to be tempted to say things out of anger or frustration—if you wouldn't say it directly to your lecturer or fellow student, never say it in writing or in a virtual class. Treat everyone with respect and courtesy.



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7. Stay motivated!



<https://www.dscprofiles.com/blog/2012/03/motivation-and-the-dsc-profiles/>

- ❖ Learning online is just like learning face-to-face: to be successful, you must *want* to succeed.
- ❖ Keep reminding yourself of *what you are gaining* by studying your courses.



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8. Be persistent.

- ❖ Persistence is probably the biggest key to success.
- ❖ You will succeed in online learning if you are willing to tolerate minor technical problems, seek help when needed, work daily on every course, and persist through challenges.
- ❖ *Try not to lose your sense of humour!*

Progress will come in fits and starts.
It's not always a straight line.
It's not always a smooth path.

Barack Obama



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Finally.....

If any of your course Moodle sites have the *Self-Management for Effective Learning* section, have a look at that now, for time- and stress-management tips etc.

.....and Good Luck!!!



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