

TIP SHEET

Effective Online Learning

When **Madison Flotho** came by The Scholarship Foundation to pick up her check curbside for fall semester, she was one of the only students doing so without hesitation or concern about online classes as a result of COVID-19. Madison has been attending Western Governor's University, an entirely online non-profit university with a solid academic program and quality student support. She plans to complete her bachelor's in education (with an emphasis in special education) by 2023 and looks forward to a teaching career. Here are some things she has learned about online learning:



CONNECTION/COMMUNICATION

- Reach out to other students and stay in touch with them.
- Make sure to communicate with peers and your professors; they can help hold you accountable for your work and tests that need to be completed.
- Engage in online discussion boards and study groups.
- Meet (virtually) with your advisor or mentor regularly.
- Don't be afraid to ask for assistance from instructors or professors especially if something needs to be discussed or there are questions.

WORKSPACE

- Find a space you can call your own and work there regularly. Choose a table or sit upright (unlike sitting on a couch or bed where you will be more likely to become tired).
- Make sure you have strong internet access for coursework and online meetings.
- Limit distractions, in your physical and online space; disable phone and online alerts.
- Have headphones available and use them for sound quality and focus.
- Between tasks or classes, take breaks to move and stretch your body, give your eyes a rest from the screen.

SCHEDULE AND TIMING

- Build a daily routine that accounts for the hours when you learn best, scheduling around your work and family commitments.
- Stock the ingredients you know you need: coffee, water bottle, snack food, playlist.
- Once you have your course syllabus, put major assignments and deadlines on a calendar you check regularly. Keeping a calendar in your phone is very convenient and can help avoid missing deadlines or meetings.

For more information, see:

[How to Be a Successful Online Learner: 9 Tips and Strategies](#)

[Study Tips for Online Learners](#)

[Tips for Successful Online Learning](#)

[What Makes a Successful Online Learner?](#)