



HOWARD COLLEGE

SIMPLE STEPS TO IMPROVE SUCCESS IN ONLINE CLASSES

1

CREATE A DEDICATED WORKSPACE



Decide on a regular space to study that is quiet and distraction-free, such as a desk in a bedroom or at the kitchen table. Be sure to have your textbooks, notes, calculator and any other supplies you will need nearby. Let your roommates or family know when you're working and ask to not be disturbed.

2

STRUCTURE YOUR TIME



Having an unstructured day makes it easy for time to slip away, so discipline is key. Create a schedule with specific times to watch lectures, study, read, & do homework- & stick to it! Remember that you should plan for 2-3 hours of study time each week per credit hour to be successful.

3

MINIMIZE DISTRACTIONS



Put your phone on silent & out of sight & turn off the TV. Close social media platforms & other websites that may tempt you. A good pair of headphones could be helpful to block out distractions, too.

4

STAY MENTALLY ENGAGED



Take notes during online lectures just like you would in a traditional classroom setting & ask questions throughout the lecture. Many virtual platforms have the option to virtually raise your hand or enter a question into a chat box.

5

ENGAGE WITH OTHER STUDENTS ... VIRTUALLY



Isolation can weigh on your mental health. Be sure to continue to connect with other students. FaceTime your friends or use Microsoft Teams to chat & create virtual study groups for your classes! Sticking to a plan is easier with accountability partners.

6

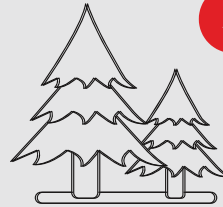
USE CAMPUS RESOURCES



Your campus resources have not completely gone away--they've just moved online! Check your HC email and visit campus websites to find out how to access tutoring, academic advising, library, IT, Blackboard Helpdesk, financial aid, and more .

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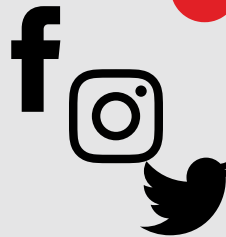
TAKE A BREAK!



Trying to study for 10 hours straight will likely be unsuccessful. Take breaks to get your blood flowing & give your eyes time to rest. All of these changes can feel overwhelming, so remember to take care of yourself & find time to unwind & do the things you enjoy.

8

GET INVOLVED



Your Student Life department is going to host some fun virtual activities - Netflix Movie Night, Scavenger Hunts, Facebook Live chats, etc. We miss you and hope to stay connected virtually until we can be together again!

9

ASK FOR HELP



We do not expect you to do this alone. This is uncharted territory for all of us, so give yourself, your instructors, and staff some grace and know we will do everything in our power to help you continue being successful!



We're here for you!