

# TIPS FOR A SUCCESSFUL TRANSITION TO ONLINE CLASSES

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## Create a dedicated work space

Decide on a regular place to study that is quiet and distraction-free such as a desk in a bedroom or kitchen table. Be sure to have your textbooks, notes, calculator and other supplies readily available and nearby.



## Structure your time

Create a schedule with specific times to watch lectures, study, read and do homework — and stick to it!



## Minimize distractions

Turn off the tv and any electronic devices; avoid social media. Noise-canceling headphones can also be helpful.



## Stay mentally engaged

Take notes during online lectures just as you would in a normal classroom setting. Ask questions throughout via chat box, Blackboard, or email with professor.



## Engage with other students — virtually

Connect with your peers to support your mental health. Facetime friends and utilize Google Hangouts to chat.



## Use campus resources and ask for help

Campus resources are still available — they've just moved online temporarily! Stay connected to your email and the Otterbein website. The Academic Support Center can assist with virtual academic coaching, tutoring and more. The ASC can be reached at: <https://www.otterbein.edu/asc/>



## Take a break!

Give your body a break and eyes a time to rest. New changes can be overwhelming. Take care of yourself and find time to enjoy hobbies and leisure activities.