

Tips for Transitioning to Online Learning

Communication

- Communicate regularly with your professors. Let them know of challenges that you are experiencing. Ask Questions when you need clarification.
- Juniata professors and support staff such as Residential Life, QUEST office, etc., communicate by email. Check your emails multiple times a day.
- Check Moodle daily to stay on top of assignments and announcements from your professors.

Getting Organized

- When are professors holding office hours? What platform are they using? (Zoom, Microsoft teams, phone etc.).
- Understand your instructor's expectations of you and how they plan to teach online.
- Are assignments changing? Due dates? How to submit? How are exams and quizzes conducted?
- Create a dedicated workspace where you can work undisturbed and have all necessary materials needed handy and organized and distraction free.
- One example of keeping track of your online courses:

	Class 1	Class 2	Class 3
Important dates			Paper Due Friday
big changes	No lab Live lecture	Discussion optional Recorded lecture	May do paper instead of a group project
important links	Lecture link Office hours link	Discussion link Lecture link	Group paper folder

Actively Participate

- Participate in online forums to help you better understand course materials and engage with fellow classmates.
- Help each other succeed by scheduling zoom meetings or other virtual forms of communication; use these to organize and participate in online study groups to review notes, ask questions and study for exams.
- Take advantage of other resources to assist in learning (e.g. You Tube videos, LinkedIn Learning etc.).
- Stay mentally engaged, take notes during lecture as you normally would, ask questions if synchronous or send chat or email question to professor if asynchronous.

Self-Care

- Hold an online social "Happy Hour" with friends to maintain your Juniata connections.
- Have a plan for taking care of yourself physically, mentally and emotionally.

Resources

Academic coaches are ready to work with you to help managing your workload and use of time, creating a study plan, chunking tasks, reducing stress etc..

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- IT center: http://help.juniata.edu/view_article.php?article=141
- Writing Center: writing@juniata.edu
- Library Off Campus Access: <https://libguides.juniata.edu/OffCampusAcces>
- Office of Student Accessibility: klug@juniata.edu
- Counseling services: counseling@juniata.edu
- Dean's Office: <https://www.juniata.edu/coronavirus/info-from-dean.php>