WCU WEST CHESTER UNIVERSITY

STUDENT SUCCESS TIPS FOR REMOTE LEARNING

CREATE A STUDY SPACE

- ☐ Try to find a dedicated study space.
- ☐ This can be difficult if you're in a shared household, but it's important to communicate your priorities as a student.
- ☐ Make sure this space is cleared away from other aspects of your life such as socializing or hobbies to minimize distractions.
- ☐ Considerations: Peace and quiet; Avoid games; Turn off cellphone; Don't surf the internet during class; Make sure you are physically comfortable in your space; Good lighting

CREATE A PLAN/SCHEDULE

- ☐ Keep a routine. Get up on time and work during normal school hours to help maintain a sense of normalcy and efficiency.
- ☐ Online courses have the same academic rigor to their face-to-face counterparts. When it comes to online classes, you need to have self-discipline and dedication to follow through with learning and assignments.
- ☐ Be aware that due dates and deadlines will continue to exist in a remote instruction environment. Pay attention to deadlines for all assignments, quizzes, and exams. Check the times of day that assignments must be submitted by and the window of time available to take an online exam. Late assignments and missed quizzes or exams will negatively impact your final grade.
- ☐ Use a planner! In your planner you can organize your daily tasks or assignments that need to be completed. Schedule study sessions and the topic you will be working on for that day. This really helps to stay on top of due dates and keep you on track to be successful in your classes.

CONNECT

- ☐ Be an active participant in class. You can use Zoom's chat bar to type out a question for your professor, or use the "Raise Hand" function if it's better explained verbally.
- ☐ Try to build a community of support. This can be with your classmates, others in your major, or students you connect with through your hobbies or activities.
- ☐ Look for co-curricular experiences to engage with fellow Rams through Student Affairs programming, check out the Student Affairs WeCU website for virtual engagement opportunities.

KNOW YOUR ON-LINE RESOURCES/REMOTE ACCESS

- ☐ Email is the official mode of communication, you should check your email at least twice a day to ensure you are receiving important communication.
- ☐ Verify that you can access D2L, Zoom, and email on your device(s).
- ☐ Check your access to online materials at home.

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COMMUNICATE

☐ Build camaraderie with classmates online. Similar to zooming with the class, you can have zoom study sessions with your peers.

☐ Seek help when needed

☐ Be Respectful

☐ Use email, text, or whatever other methods your professor offers

☐ Asking for help on Zoom: Chat function, Reaction buttons

MANAGE TIME

☐ Set a schedule and stick with it to keep you structured. People generally do better in a structured environment. So why not make it even easier for yourself? If you know what time block you devote to school, you are more apt to be consistent, avoid late assignments and put study first.

☐ Create daily to-do lists and checklists. Focus on doing one thing at a time so you don't overwhelm yourself. Communication today has become more efficient and can be delivered within seconds. Due to this, the amount of information being delivered to us can become overwhelming, so it is important to take it each step at a time.

PRACTICE SELF-CARE

☐ Online instruction means more time on your computer. Schedule breaks, go outside for a run or walk

☐ Get enough sleep!

☐ Eat nourishing meals

☐ Nourish your mind! Be proactive in your mental health. Take advantage of self-care apps that are available from the comfort of your home.

☐ Seek out Counseling Center Services if you need them, wcucc@wcupa.edu.

STAY IN TOUCH WITH YOUR PROFESSORS

☐ Communicate with your faculty for all of your classes. Keeping in touch with your professor will help you by adding a support system to your online experience.

☐ Check with your professor with any questions you have. Potential changes to the syllabus, unclear assignments, something you don't understand in your online class, how to submit assignments, and more...faculty are there to help!

STUDENT SUCCESS TIPS FOR REMOTE LEARNING

ONLINE SUCCESS READ ASSIGNED COURSE MATERIAL; POST IN DISCUSSION BOARDS; PARTICIPATE IN ONLINE FORUMS

- ☐ Often in a traditional classroom, group discussion will help to fill in the blanks when you may have not completed all of your reading assignments. This is not possible in a virtual classroom. You will need to post your own answers to discussion boards, and if you haven't completed the reading, you won't have much to contribute.

- ☐ Post on the discussion boards. Discussion posts usually count as class participation and they are often a significant part of your grade. Remember—not only do you need to post, but you also need to post your comments on time. Make note of the deadline for online discussion posts and be sure to have yours completed and posted to the forum before it is due.

- ☐ Participate in the course's online forum to help you better understand course materials and engage with fellow classmates. This might involve commenting on a classmate's paper on a discussion board or posting a question about a project you're working on. Read what other students and your professor are saying, and if you have a question, ask for clarification.

- ☐ Make sure you are checking in as often as you can, too. Set a goal to check in on the class discussion threads every day.

- ☐ If you do feel yourself falling behind, speak up. Don't wait until an assignment is almost due to ask questions or report issues. Email your professor and be proactive in asking for help

SET GOALS AND BE ACCOUNTABLE

- ☐ Set semester long and weekly goals. Check in with yourself weekly to stay on track. It's up to you to make sure you've allotted enough time to complete your work so you're not starting an assignment the day before it's due.

- ☐ Though you can be flexible as to when you choose to complete your work during the week, you shouldn't put it off. Treat your online classes the same way you would a face-to-face class—or, better yet, a job—which will help you be successful.

- ☐ If you're having trouble holding yourself responsible, pair up with a fellow classmate, or enlist the help of a friend to check in as an accountability partner. ☐ By being organized, proactive, and self-aware, you can get the most from your online class.

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DON'T WAIT! SEEK HELP! USE YOUR WCU RESOURCES

☐ If you require ACCESS TO TECHNOLOGY (laptop, webcam or mobile hotspot) contact IS&T and follow "Directions to reserve a device for students". https://www.wcupa.edu/infoServices/workContinuity/getEquipped.aspx#ISTWorkatHomeLoanerProgram

ADDITIONAL WCU CAMPUS RESOURCES

WCU Updates and FAQ's—Stay informed on frequently asked questions

D2L Help—D2L is the learning management system at WCU. Learn how to login and navigate the system.

Counseling and Psychological Services

Student Health Center

Student Life –Connect with other resources available at WCU through this webpage.

Advisor—Contact your advisor for questions related to your major requirements.

Success Coaching—Provides one-on-one support to guide students toward for academic and personal success.

LARC—The Learning Assistance and Resource Center provides Tutoring and student success services.

OSSD -Services for Students with Disability

Writing Center