**How to Succeed in Your Online Classes**

Months ago, we were all launched into a new reality that no one expected, and we had to quickly figure out how to learn online. Now that we’ve been doing this for awhile, some of us are experiencing Zoom fatigue and still need some tips on how to learn online.

**Here are six ways to learn and succeed in this environment:**

1. **Organize Your Workspace**

Organization is crucial when taking online classes because it helps you succeed academically. Being organized helps you complete tasks efficiently and in a timely manner. An organized workspace will provide order and direction in managing your course requirements.

* Where will you work? Create a dedicated workspace. Find a space that has a good internet connection and where you can concentrate best. If you’re working at home, try to find a place where you will be comfortable, but not too comfortable. If possible, use the same location to work every time. And keep distractions, such as your phone, away from that workspace.
* When is that space available? Make sure to work out a schedule if you are sharing your workspace with others.
* Have your syllabus and all necessary course materials available.
* Color-code your different subjects if you find it helpful.
* Keep supplies available, such as pens, pencils, stapler, scissors, and paper clips.
* Reorganize your workspace when necessary.
1. **Organize Your Time and Workload**

Build your time management system (whether paper planner, calendar app, or hybrid). Considering one class at a time, here is a checklist:

* Is your class still meeting at certain days and times each week? If so, put that in your schedule. If you can’t make that time, ask if there are alternative modes of participation, such as recorded classes.
* If your class is asynchronous, allot a regular time in your weekly schedule to listen to the recordings.
* How are instructors/professors going to stay in contact? Is it through Canvas messages, email or both?
	+ Make sure that you are familiar with the technology that your teachers will use.
	+ Download the Canvas app, and set yourself up to easily get the content and communications you're going to need.
	+ Keep track of announcements on Canvas and check emails often.
* When are your assigments due? Use your syllabi as your guide. Schedule due dates for everything, including:
	+ Major projects: essays, papers, projects, quizzes, and exams.
	+ Small assignments that quickly add up, such as problem sets, reading responses, and discussion comments.
* Set realistic goals. Leave yourself extra time to do your schoolwork. Expect to spend at least two hours working outside of class for every hour in class.
* Start assignments when you get them and create deadlines prior to due dates. Break your workload into small sections to make it more manageable.
* Set automatic reminders for due dates on you calendars and apps.
* Using a notepad or app, record ideas immediately so you won’t forget them.
1. **Build Your Daily Work Plan**

Figure out how and when you will get your work done. Consider the following:

When will you do your schoolwork?

* Schedule your study/work sessions and add them into your calendar.
* Try to stick to a daily routine where possible. Even if your professor isn’t asking you to Zoom in for an 8:30 lecture, you will still benefit from keeping a regular schedule — waking up at the same time each day, roughly sticking to regular mealtimes, etc.
* How will you do this?
	+ Again, keeping to a routine will help. Taking a shower and getting dressed will help to signal to yourself (and others) that this is work time for you.
	+ Check in with friends — you can plan a work session with them, then connect afterwards to see what you’ve accomplished.
* Know when to take breaks. Take a short break every hour or so. It will help you concentrate and remember things better. However, watch out not to take too long of a break or you may lose focus. Once your break is over, avoid distractions such as your cell phone.
1. **Take Care of Yourself**

While it’s important to work hard and consistently, take care of yourself. Remember that you and every person need support, encouragement, and nurturing. This is a challenging time for everyone.

* Take time to unplug from screens. Dust off your old board games, shoot some hoops, or bake cookies.
* Sleeping well, getting some exercise, adequate nutrition and hydration, going outside, and finding tools for stress management are important. They impact your learning and how you feel and react to adverse circumstances.
* Look for daily ways to find joy, express kindness and gratitude, or just relax.

Our current situation is complicated. You’ll probably make some mistakes—and so will your professors. Give them and yourself a break. Be aware of what a tough time this is and remember that you’re not alone.

1. **Connect with People**

Research shows that social connection is one of the most powerful predictors of mental health, emotional regulation, and physical well-being.

Here are a few ways to keep connected with your family, friends, professors, and peers:

* Talk with the people close to you about what you will need to continue to make this a successful school experience under the current conditions. Ask them what they might need from you.
* Reach out to professors and teacher’s assistants. They are there to answer questions, clarify assignments and generally to help you succeed.
* Interact with classmates. Chat or form a group on some other platform to share tips and information, catch up, or talk about what’s going on.
* Participate in study groups. Collaborate with your peers and use a “say it out loud!” study strategy to explain concepts to test your understanding.
* Attend physical or virtual events whenever possible.
* Use university resources, such as academic advising, disability services, academic support, the counseling center, peer tutoring and career coaching online. Set up virtual meetings to meet your needs.

**Do the best you can AND have patience with yourself and others. Focus on what you can control and take good care of yourself.**

1. **Helpful Contacts**

**Sy Syms Academic Advising**

symsadvising@yu.edu

**Yeshiva College Academic Advising**

advising@yu.edu

**International Students Advising**

silbermi@yu.edu

**Offices of Disability Services**

akelsen@yu.edu

**Office of Academic Support**

academicsupport.wilf@yu.edu

**Counseling Center**

counseling@yu.edu

**Peer Tutoring**

<https://www.yu.edu/sites/default/files/inline-files/Tutoring%20for%20Clients_0.pdf>

**Career Center**

careercenter@yu.edu

Adapted from <https://sac.indiana.edu/suddenly_online/index.html> and <https://www.swmich.edu/life-at-smc/student-services/teaching-and-learning-center/>

(Online Learning Videos: [https://www.youtube.com/playlist?list=PLrGTm7BEZGW4plp856rpE-MlhoIbxJ02I](https://www.youtube.com/playlist?list=PLrGTm7BEZGW4plp856rpE-MlhoIbxJ02I%20))