**SUDDENLY ONLINE**

**Help! All of my Classes Suddenly Went Online!**

OK, so there’s a global pandemic and suddenly all the classes you were taking in person on campus are suddenly going online. It’s a big change, it’s a fast change, and maybe you’re also back home with the folks doing all of this—between playing with your baby sister and walking the dog.

**Here are five ways to learn and succeed in this unfamiliar new environment:**

**1. Figure Out What’s What—One Class at a Time**

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

* Is it 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.
* How are instructors/professors going to stay in contact?
  + Is it through Canvas messages or direct email?
  + Make sure that you downloaded the Canvas app, and set yourself up to easily get the content and communications you're going to need.
* When are things due? Schedule due dates for everything, including:
  + Major projects: papers, projects, exams.
  + Small assignments that quickly add up: problem sets, reading responses, discussion comments.
* Use calendars, apps to send you automatic reminders for due dates.

**2. Build Your New Daily Work Plan**

Figure out the when’s and how’s of this new routine. Things to consider while you set up a new normal:

* When will you do this work?
* Schedule your study/work sessions — use the new calendar you are building.
* Try to stick to a daily routine where possible. Even if your professor isn’t asking you to Zoom in for that 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.
* Where will you do it?
  + Find the best space for concentration and internet connection. If you’re working at home, try to find a place where you will be comfortable, but not too comfortable.
  + When is that space available? Are you sharing the space with anyone else at home?
  + What software/supplies do you need? Gather them and make them accessible.
* 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 check in afterwards to see what you’ve accomplished.
* Know when to tune in and tune out.
  + You’ll be spending A LOT of time online, and your eyes and head (and heart) will need a break! It might be time to dust off your old board games, go shoot some hoops, or bake some cookies. Give yourself plenty of time to unplug from screens.

**3. Take Care of Yourself Like You Would Treat Someone You Love**

You’re not just a brain — you’re a person who feels things and needs support, encouragement, and nurturing. Provide for yourself just like you would want to provide for someone you love!

This is especially important right now. This is a challenging time for you and everyone around you!

* Sleeping well, getting some exercise, adequate nutrition and hydration, going outside, and finding tools for stress management are all a part of this. They impact your learning, how you feel and react to adverse circumstances.
* On top of meeting those basic needs, look for daily ways to find joy, express kindness and gratitude, or just take a break!
* Finally, our situation is all fast, and complicated. You’ll probably make some mistakes. Give yourself a break —this is new to all of us! Be aware of what a tough time this is and remember that you’re not alone.

**4. Keep Connecting with People**

Research shows that social connection is one of the most powerful predictors of mental health, emotional regulation, and even 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. And ask them what they might need from you.
* Reach out to classmates. Chat or form a group on some other platform to share tips and information, catch up, or talk about what’s going on.
* Collaborate with your peers and use a “say it out loud!” study strategy to explain concepts to test your understanding.
* Keep using university resources, such as academic advising, the counseling center, disability services, academic support and career coaching online. Set up a virtual meeting 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!**

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