Tips for temporary online learning

Getting to know online learning practices and expectations can be quite daunting, as this form of learning offers a lot of flexibility in where and when you complete your coursework. All that flexibility means that you'll need to take some extra steps to ensure successful studies.

Since you are not attending class according to a set schedule, you will find yourself with a lot of unstructured time on your hands, and you may be unsure of what to do first and how to continue with your curriculum. Below we have outlined ten tips to help you stay focused and successful during this transition to online learning.
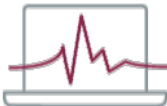
Tip 1: **Download the SUNLearn app**	Download the SUNLearn app to keep in touch with fellow students and lecturers. It will allow you to stay up to date with your modules and with what is expected of you academically.
Tip 2: **Consider your study space**	Pick a specific space, if possible, and try to do all your studying there. If you will be studying in a space you share with others (such as your home), be sure they know this. Try to limit distractions in this space. And avoid multi-tasking while you are studying.
Tip 3: **Keep to your schedule**	Your lecturer will provide you with online learning material. Try to keep to your normal lecture times and use the time you would have normally gone to class to engage with your online learning material. You can even get a group of your peers to keep to the schedule with you. That way, you could keep one another accountable and ask questions, if necessary.
Tip 4: **Keep taking notes**	Just because you can re-watch videos and have the PowerPoint slides available online doesn't mean you should not be taking notes. After all, re-reading or re-watching is not a very effective learning technique on its own. Try making handwritten notes to get a break from all the technology, even if this means pausing and rewinding the video.

	Tip 5: **Regularly check e-mails and SUNLearn announcements**	Checking your e-mails is always important. However, now that classes will be moving online, it is absolutely critical! E-mails and online announcements are the primary way in which your lecturer will communicate with you. Try to check at least once a day.
	Tip 6: **Increase communication with your lecturers**	Speak up and communicate even more than you ordinarily would. Since you are not in front of your lecturers, they do not know whether or not you understand the work. It's very important that you contact your lecturer virtually if there is something that does not make sense to you.
	Tip 7: **Stay connected with other students**	Find ways to keep in touch with other students. You can use the discussion forums on SUNLearn or any other form of virtual contact. We must help one another during this time.
	Tip 8: **Be prepared for learning without an internet connection**	Use your time wisely when you *do* have a reliable internet connection and download or save learning material to work through when you're offline. You can even download the audio podcasts of the videos as MP3 files onto your mobile device to listen to them when you don't have a connection.
	Tip 9: **Be flexible and considerate**	Disruption is tough on everyone. Be considerate of your fellow students and your lecturers as they deal with an evolving situation. Be prepared to be flexible. Keep in mind that your lecturers may be getting lots of e-mails, so identify yourself clearly, provide the applicable module name and number, and be patient.
	Tip 10: **Ask for help**	Since you are switching to online midway through the semester, confusion is understandable. Don't be afraid to ask for help. Take advantage of the suggested communication channels and online office hours provided by your lecturers.

Good luck and all the best with the rest of the semester!