

# ONLINE LEARNING: Are You Ready?

## Study Habits

- ☐ Manage distractions
- ☐ Designate a quiet learning space
- ☐ Make a plan — set a schedule
- ☐ Do the easiest tasks first



## Reading Online

- ☐ Manage distractions like pop ups
- ☐ Learn why and how to annotate and take notes
- ☐ Use reading software



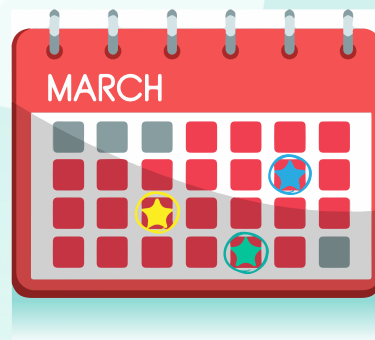
## Communication Skills

- Get unstuck — ask for help ☐
- Actively participate ☐
- Send email introduction to instructors ☐
- Check your email regularly ☐
- Be respectful, professional, and polite ☐



## Self-Direction

- ☐ Know your resources. Be diligent!
- ☐ Build in time to organize & make adjustments
- ☐ Choose a calendar — paper or electronic
- ☐ Create a list of assignments by due date
- ☐ Know how and where to turn in assignments
- ☐ Academic honesty — keep it real!



## Technology

- Understand all technical requirements ☐
- Use video conferencing ☐
- Ensure stable internet connection ☐
- Explore assistive technologies ☐
- Test all your technology ☐
- Know who to call for technical help ☐

