

Tips for Online Instruction

You may feel overwhelmed and uncertain about the disruption to your familiar academic routine. Patience and grace with yourself and instructors are a must as everyone transitions to the new format. While you may feel that there are many things out of your control, there are a few things that you can do to help ease the situation.

The strategies and learning routines that worked for face-to-face classes may no longer produce the same outcome now that courses are online. Use the following guide to help with the transition.

1. STAY ORGANIZED

Downloading the Time Management Tool using the link below from ldadvisory.com is a great place to start. Unfortunately, just downloading or printing it alone is not enough. You will need to actively use the tool to plan your day by writing video conferencing appointments, reading assignments, assignment due dates, etc. in the planner. Be sure to read and apply the hints. Visit Moodle and check your emails frequently and update your Time Management Tool with new due dates and information. Also, set reminders on your phone!!!

[Time Management Tool](http://ldadvisory.com) - ldadvisory.com

2. AVOID MULTITASKING

The article below from psychologytoday.com explains in detail why you should avoid multitasking.

[The Myth of Multitasking](http://psychologytoday.com) - psychologytoday.com

3. UTILIZE YOUR TIME EFFICIENTLY

Consider the Pomodoro Technique to make the best use of your time.

[Pomodoro Technique](https://www.youtube.com/watch?v=9vSp038p888) - YouTube (Med School Insiders)

4. STUDY SPACE

The article below, taken from Ameritech.edu, provides information on how to create an ideal study space.

[10 Tips for Creating Your Ideal Study Space](#)

5. ENGAGE WITH INSTRUCTORS/PROFESSORS AND CLASSMATES

Reach out to your instructors or classmates when you need assistance, and the sooner, the better. I have provided a link below (Colorado State University) that offers tips on the best way to communicate online.



[Core Rules of Netiquette](#)

Below you will find additional articles, as well as a few apps that you may find useful.

Articles

- [Crowdsourcing Learn-From-Home Strategies for College Students - Spring 2020](#) - LD Advisory
- [Strategies for College Reading Assignments – General Tips](#) - LD Advisory
- [Adjusting your study habits during COVID](#) - University of Michigan
- [Quick Tips](#) - University of Arkansas Disability Resource Center
- [10 Ways College Students With ADHD Can Succeed in Online Courses](#) - Noodle.com

Apps

- Otter - <https://otter.ai/login>
Otter is an app that uses AI to generate notes
How to use Otter (<https://otter.ai/starter-guide?article=generateNotes>)
- Demos - <https://www.desmos.com/calculator>
Free online graphing calculator
- Google Drive - <https://drive.google.com/>
Organize information by classes
- Khan Academy -
<https://www.khanacademy.org/about/blog/post/129669853050/khan-academy-in-your-pocket-new-apps-available>
Learning resource
- iPhone Scanner
How to scan documents on your iPhone, iPad, or iPod touch using the Notes app
 1. Open a note or create a new note.
 2. Tap , then tap Scan Documents.
 3. Place your document in view of the camera on your device.
 4. If your device is in Auto mode, your document will be automatically scanned. If you need to manually capture a scan, tap  or one of the Volume buttons.
 5. Drag the corners to adjust the scan to fit the page, then tap Keep Scan.
 6. You can add additional scans to the document or tap Save when you're done.
- Android Scanner
The first Android scanning method is part of an app that's probably on your phone already: [Google Drive](#). Drive has an out-of-sight option for scanning documents via your smartphone's camera and then saving them as PDF files within your cloud storage. You can find it by opening the Drive app and tapping the blue "+" icon in the bottom-right corner and then selecting "Scan."

When you're done, hit the checkmark icon—and, ta-da: Your scan is complete. Hit the checkmark icon again on the next screen to save the document into your Drive storage, then tap the confirmation notification if you want to share the PDF via email, messaging, or any other process.

Compiled by Heidi G. Dupre - Director, Student Access Center, March 25, 2020.