

Keep Learning | General Tips for Online Learning

Creating a Space Conducive to Learning:

- + Create a study space separate from your leisure space
- + Ensure that you have reliable internet access. The Keep Learning@Bentley website contains information on U.S.-based telecommunications companies that are offering free internet service during the COVID-19 response.
- + When in an online class or doing work for an online class, do not have any other windows open
- + Have your phone silent and away—just like in class or use do not disturb settings
- + Establish guidelines with other people you may live with regarding reduced distractions when you are working (ex. do not disturb unless urgent)
- + Take notes during remote classes, including while watching recorded video lectures, and be engaged in the class as you would on campus

Time Management:

- + Maintain a regular schedule—this includes time spent in online class, doing work, eating, sleeping, etc.
- + Continue using organizational strategies that you have been using on campus—agenda books, outlook calendars, syllabi. If your professor has adjusted the course syllabus based on the current response to COVID-19, make sure you record any changes to assignment deadlines or exam dates.
- + Use timers to keep track of time at home. If you take a study break, set a timer so that you know you have a hard stop when it goes off
- + You are responsible for submitting all deliverables on time
- + Schedule leisure time and time to connect with friends and family to ensure work-life balance continues. Especially if you are restricted to your living space, it is important to keep a balance for mental and physical health

Communication:

- + Just because you are remote, does not mean communication should become less—it should become more
- + Use email to communicate with professors as needed—clarify instructions and ask follow up questions if you are unclear of expectations
- + Learn the technology to continue to work in groups with classmates—Zoom, “Meet Now” through Microsoft 365 Teams, Skype for Business, etc.

- + Regularly participate in the online discussions in class—especially with remote classes, participation is what can help drive a class forward and enhance learning
- + Your professors will offer virtual office hours. Take advantage of these opportunities to check in with your professors, even if office hours are optional.

Self-Care:

Be mindful of your physical and mental health needs and use the following resources to get necessary assistance:

- + Self-Care Resources page which lists many apps and websites to support wellbeing <https://www.bentley.edu/university-life/student-health/student-health-resources>
- + The Keep Learning @ Bentley website contains helpful self-care and coping resources for:
 - General Self-Care
 - Sleep
 - Stress Management and Coping
 - Social Connectedness
- + The following departments will continue to provide remote assistance for students:
 - Counseling Center 781.891.2274
 - Health Center 781.891.2222
 - Wellness & Health Promotion 781.891.2600