



The Center for Engaged Teaching and Learning

This guide is meant for use by MHU instructors who would like to provide information for students to assist them in transitioning to remote course formats. We invite you to post all or portions of this guide or modify the guide as appropriate to support students' success in your online course format.

The MHU Lions will get through this *together*.

Lions – right now we may feel out-of-control and I know you are missing the rest of the pride. You may be facing a lot of unknowns and disruptions. Try to be patient with yourself, your classmates, and your instructors during this time. Make sure you are taking care of yourself. Just having a plan and adjusting your studying and getting a new sense of a schedule will help you feel some sense of control.

We encourage you to use this resource as a starting point.

In this resource:

- **Staying organized**
- **Avoiding multitasking**
- **Making the most of video lectures**
- **Setting a schedule**
- **Trading your old strategies for new ones**
- **Working with a group or team**
- **Ttake care of yourself**

1. Stay organized

Here are some things you might want to consider for each class:

- Where does your professor want you to find and access your course? (Moodle, Zoom, etc.)
- Is it at a specific time or can you watch it anytime? Are assignments changing?
- Are there new due dates?
- Is how you're submitting your assignments changing?
- Are any quizzes or exams being offered virtually?
- What should you do if you need help?
- Is your professor offering virtual office hours? When and on what platform (Zoom, Skype, etc.)?
- Is there an online forum for asking questions?
- When / where will you do your work?

An example of a way you could keep track of your class changes:

	Class 1	Class 2	Class 3
important dates			Paper Due Friday
big changes	No lab Live lecture	Discussion optional Recorded lecture	May do paper instead of a group project
important links	Lecture link Office hours link	Discussion link Lecture link	Group paper folder

2. Avoiding multitasking

Given you are doing more work on your own and your time is less structured, you might be more tempted to multitask. Many people think they can do multiple things at once. But research shows us that only about 2% of the population can multitask. Even if you feel like you're multitasking, you're probably not - really, you're switching between tasks very quickly (some call this "micro-tasking").

The downsides of multitasking / microtasking:

- Assignments take longer. Each time you come back to an assignment (from Instagram for example), you have to get familiar with it, find your spot, remember what you were going to do next, etc.
- You're more likely to make mistakes. Distractions and switching between tasks tires the brain and you will remember less.
- When your brain is divided between tasks, you're less able to commit what you're learning to long-term memory (because it doesn't get encoded properly).

What to do instead? When you need to study something important, - Monotask (focus on one thing at time).

- Take breaks between tasks.

- Study for 25- or 50-minute periods and then reward your- self with 5- or 10-minute breaks.

3. Making the most of video lectures

Often just watching the videos are not enough. We encourage you ask yourself what is the main idea / point of this video? Also stick to your instructor's schedule as much as you can (watch the videos as scheduled.)

- Ask questions such as: Is there a chat feature? Is there a discussion forum?
- Close all distracting tabs and apps and don't get sucked into watching the next YouTube video.
- Take notes just as you would in a traditional class (maybe even note time stamps in the videos)

4. Setting a schedule

As the situation unfolds, you may have fewer social-commitments, group meetings, or work hours. Setting a schedule for yourself can help provide structure and keep you motivated. A great place to start is intelligent.com. This page suggests some great tips for setting a schedule and even apps to help you develop a schedule.

5. Trading your strategies for new ones

Around 43% of our daily behaviors are essentially “automated” (habitual). One reason this shift to online learning is so hard is because many of our routines have been disrupted. As you work on setting your new plan into action, keep in mind we have to [change our habits](#).

For example:

- If you usually study in a coffee shop or library, ask yourself what kind of environment helps you study and try to recreate that at home.
- If you always study in groups, try a virtual or even phone-based study session with your peers.
- If you thrive on tight timelines, but now have a more open schedule, you may want to set up your own deadlines or work with others to hold each other accountable.

6. Working with your friends remotely

One positive note about moving on-line is that for most of us we are already really connected through social media and the other platforms. The hard part

will be that we may need to shift our “click to like – fast paced” interactions. In the upcoming weeks we need to think about how to build on-line study groups that may last for more than your typical facetime call. Here are a few good tips:

- Try not to procrastinate. That group project may be out-of-sight, out-of-mind if you are not seeing each other regularly. Resist the urge to put it off. Make small progress and stay in touch- even plan out days/times that you need to meet to make sure you meet deadlines.
- Meet regularly and stay in touch via text or video calls
- Set a purpose for meetings and use a shared notes doc (e.g. Google Docs).
- Keep videos open when you can. It’ll help you see the expressions of your teammates and stay connected to each other
- Check on each other and ask for backup: If someone has been absent from your group meetings or chat, ask them directly if they’re still able to participate in the project. If you are not getting responses within a day or two, let your instructor know. Know it is not being petty, it is your team’s responsibility.

**Thank you to the directors of the CTL at Michigan State University, Kent State University, and Portland State University whose materials were modified to create this resource.*

** this is a valuable **free** book to help you do on-line learning well:
<https://kpu.pressbooks.pub/learningtolearnonline/>

Friendly Reminder: Wash your hands to music- <https://washyourlyrics.com>