Step One: Getting Started

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| Your Space |
| 1. Create a workspace just for studying
2. Remove/limit distractions
3. Make sure to have a strong internet connection
4. Know your learning style and optimize your space to study & learn
 | * Where is your dedicated work space?
* My space is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* What apps/technology will you need to mute during study sessions and class meetings?
* Apps to mute:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* If you live with roommates or at home or with others, make sure to let them know you will be on a class video meeting and will need to utilize the internet the connection (less people on means more bandwidth for you)
* Who to chat with:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Do you know your learning style? If not, check out the Learning Center website for the quiz.
* My learning style is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| Your Learning Platforms |
| 1. Confirm communication channels with professors and team members
2. Explore the different learning platforms
3. Test to make sure your microphone, earphones, and camera work.
 | * How does your professor prefer to communicate? Email? Blackboard Message Board?
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* What platforms will your classes, groups, etc. be using?
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Test technology to ensure there is no echo and everything works.
* *Tip: use headphones with a mic to help stop echo but make sure to mute yourself when someone is speaking.*
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| Your Resources |
| 1. Know what resources offered by TTU are available

 1. Utilize office hours with your professor or TA
2. Create study groups or times to study with your peers
 | * Did you know the Learning Center still offers tutoring and supplemental instruction? There are multiple resources still available to you to use.
* What resources will you be using?\_\_\_\_\_\_\_\_\_\_\_
* When are your professor’s office hours?
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Staying connected it key!
* *Tip: work with friends or peers who will help you study and make sure your work is getting done.*
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Step Two: Attending Class

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| Stay Engaged! |
| Take notes during class like always even if the class is not meeting in person. Do you have questions during the recorded lecture? Write them down and discuss during office hours. | Don’t multitask. Stay focused on attending class. |
| Keep your schedule the same. Attend class at the same time as you normally would. | Treat the day like normal and get ready like you normally would to attend classes. |
| If your professor is recording lectures, make sure to watch them fully. | Talk with your professors and ask questions if you are confused. Remember, they can’t see non-verbal cues if you are confused. |

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| Online Classroom Etiquette |
| * Make sure your background it not distracting
* Do not walk around or leave the room; treat your online class like any other classroom
* What are the rules of the classroom? Does the professor want you to “raise your hand” before commenting? Ask about the rules so you make sure you are all set for class
* How will participation be counted? Ask your professor about how to earn those points
* Mute your microphone if you are not speaking. *Tip: use headphones with a microphone so there is no echo!*
* Be kind, gracious, and understanding. This is a new experience for everyone and we are all learning to make learning happen in a digital space
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| Motivation & Focus Techniques |
| Mute notifications and close any open tabs.Remind family and friends you are in class and to respect your space. | Reward yourself! Did you get something done? Reward yourself with a quick walk around the block or read your favorite book.  | Studying can be tough, so try the Pomodoro technique by studying for 25-30 minutes and then taking a 5 minute break. | Be tidy and keep your study space clean. This will help stop distractions. |

Step Three: Mindful Moments

***What are mindful moments?*** These are moments for you to relax, self-reflect, manage stress, and stay connected to your friends and family. Here are a couple of ways to incorporate these moments into your day.

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| **Revisit Your Goals*** What do you want to accomplish this semester?
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* How will you accomplish this goal?
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | **Manage Your Time*** Do a time audit and see where you are spending your time.
* Do you see any open spaces where you can be studying or having a mindful moment in the day?
* \_\_\_\_\_\_\_\_\_\_\_\_\_
 | **Use To-Do Lists*** What do you have to accomplish this week?
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Break these to-dos down into what needs to be completed each day.
* *Tip: this helps manage your time!*
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| **Stay Active*** Manage stress by taking a walk around the block, stretch each day, and/or use videos to learn Yoga or other exercise routines.
 | **Healthy Snacks*** Being mentally and physically mindful help you to learn new information and staying positive.
* Fruits, granola, leafy greens, and lean proteins as an example of healthy snacks!
 | **Try Something New*** Have you wanted to try something new? This is your chance to do it!
* Try a Bob Ross painting video, read a new genre of book, start a new game, or learn a new hobby.
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| **Stay Connected*** Schedule video calls with friends and family. Example: host a game night, a Netflix binge, or trivia night.
* Schedule an Academic Coaching session to stay focused on your goals while learning online.
* Utilize your resources at the Learning Center, Library, and Counseling Center.
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**Step Four: Plan & Practice**

**This is your time to plan how you will organize your days and weeks working online**. Put in when you will be meeting for class discussions, posting on discussion boards, practicing your mindful moments, and when you will be staying connected even in a virtual space.

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| **Time** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| 7:00 AM |  |  |  |  |  |  |  |
| 8:00 AM |  |  |  |  |  |  |  |
| 9:00 AM |  |  |  |  |  |  |  |
| 10:00 AM |  |  |  |  |  |  |  |
| 11:00 AM |  |  |  |  |  |  |  |
| 12:00 PM |  |  |  |  |  |  |  |
| 1:00 PM |  |  |  |  |  |  |  |
| 2:00 PM |  |  |  |  |  |  |  |
| 3:00 PM |  |  |  |  |  |  |  |
| 4:00 PM |  |  |  |  |  |  |  |
| 5:00 PM |  |  |  |  |  |  |  |
| 6:00 PM |  |  |  |  |  |  |  |
| 7:00 PM |  |  |  |  |  |  |  |
| 8:00 PM |  |  |  |  |  |  |  |
| 9:00 PM |  |  |  |  |  |  |  |
| 10:00 PM |  |  |  |  |  |  |  |
| 11:00 PM |  |  |  |  |  |  |  |

**What is your reward each day? Make sure you reward yourself!**

**Texas Tech University Resources**

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| **Peer Tutoring**Location: 164 Drane Hall | Learning CenterContact: patrick.e.bohn@ttu.edu | **Career Center**Location: Wiggins ComplexContact: careercenter@ttu.edu |
| **Supplemental Instruction**Location: 164 Drane Hall | Learning CenterContact: patrick.e.bohn@ttu.edu | **Wellness/Counseling Services**Location: 201 Student Wellness CenterContact: http://www.depts.ttu.edu/scc/ |
| **Academic Coaching**Location: 164 Drane Hall | Learning CenterContact: patrick.e.bohn@ttu.edu | **Student Disability Services**Location: 335 West HallContact: sds@ttu.edu |
| **Writing Center**Location: English/Philosophy Building Rm 175 Contact: (806) 742-2476, ext. 2 | **Financial Aid/Student Business Services**Location: 301 West HallContact: finaid.advisor@ttu.edu |
| **Academic Advising**Location: 347 Drane HallContact: advising@ttu.edu | **Military & Veteran Programs**Location: 147 Drane HallContact: mvp@ttu.edu |
| **Library Services**Location: LibraryContact: libraries.website@ttu.edu | **Other:** |

**TTU COVID-19 Updates:** [**https://www.depts.ttu.edu/communications/emergency/coronavirus/**](https://www.depts.ttu.edu/communications/emergency/coronavirus/)