**Online Coursework Tips**

*Online Courses may be a new experience for you. Here are some tips we’ve put together to help you make this experience a positive one. It is important to remember the goal of your education is the same, the delivery method is just changing.*

**Designate a Study Space**

The first thing to do for effectively managing online classes is to designate an area that is free of distraction. When diversions are present, it may reflect in poor quality of work which can hinder your education. Discussing your “quiet zone” with your family or friends may be beneficial as well so they understand that your time is crucial to your academic success. Try to avoid your coursework in bed!

**Time Management**

Success in online study boils down to one skill that can be applied to everything you do in life: Time Management. Make a schedule that you can quickly check to see what you need to accomplish and when those tasks need to be complete. Set aside time for yourself and for your studies. During your dedicated study time, try to disconnect from distractions like social media, your phone, or television so that you are able to focus on what you really need to get done. There are some tools and chrome extensions (StayFocused, RescueTime, StayfocusD) that might help you manage your distractions and get through your coursework.

**Stay Organized**

One way to help with this is to make a list of assignments as they come in. Make a weekly plan the day before a new week starts so you know what you are going to do as far as homework and research. Review materials in small portions so you’re not cramming everything into one day, stressing out, and trying to hurry and get everything done at the last minute.

**Cooperating with Your Professor**

Apart from the extended spring break and structuring their classes online, professors also have a task to finish covering all the topics required for the class. It is better to cooperate with your professors. Having good communication with them is also important. If you are confused or have suggestions or questions, send them an email and be patient when waiting for a response.

**Take Breaks**

Take frequent, short breaks. Schedule breaks of 5 or 10 minutes between study time. You stay on track while also getting a few minutes of peace and relief. Decide on a task, set a timer for 25 minutes, and work! If a distraction pops into your head, write it down, but get back to the task.