

# ADAPTING TO VIRTUAL LEARNING

---



FULFILLMENT FUND

*Empowering Youth Through Education*

# WHAT IS VIRTUAL LEARNING?



Virtual learning consists of online classes and resources using different platforms for students to learn.



Examples of virtual platforms that you may use in college: Zoom, Google Classroom, Canvas, Loom, Blackboard etc.



The CSU's and Community Colleges will be going virtual in the Fall, the UC's will be announcing their decision soon...stay tuned

# TIPS FOR ONLINE LEARNING

Get Organized – before the class begins, make sure that you have the technical capability to navigate the websites that contain the class materials and online lectures.

Log in to the class at least 5 minutes before the class starts each day.

Make sure your microphone and camera are set-up correctly and that any software is installed before the start of class.

Have a notebook handy to take notes during the lecture – this will help you stay focused in class as well.

Almost all universities will make their online lectures available for you to review later. If you missed it, know that you can revisit the lecture.



# SET UP A DEDICATED WORKSPACE

Online learning is difficult, so you need a place that is free of distractions.

Establish a routine for yourself. Set aside time for lectures and studying each day.

Resist the urge to turn on the TV or access your phone when you are participating in online lectures.

Make sure you have a strong internet connection in your work area.

Let your family-roommates know your schedule: You can create a sign to let them know when your class is in session as a reminder to not interrupt.



**Timetable**

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1						
2						
3						
4						
5						
6						
7						
8						

# FIGURE OUT YOUR LEARNING STYLE



Do you need music in order to focus?

Do you need to take notes?

Are you a morning person? Or a night owl? This will tell you when you are the most productive

Do you need a physical textbook? Printed handouts?

Take a quiz online to find out about your learning style.

<https://vark-learn.com/the-vark-questionnaire/?p=results>

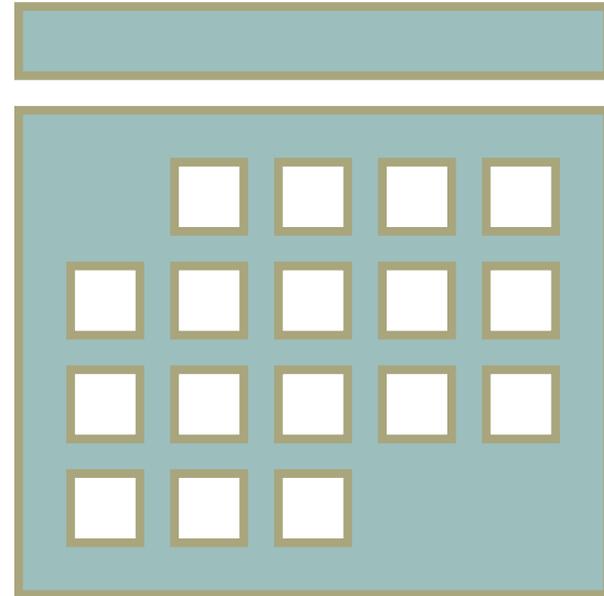
# SET UP A SCHEDULE TO MANAGE YOUR TIME

Look through the syllabus and write down or enter into an online calendar – all the test dates and major assignments.

Set up alerts on your calendar to make sure you are on track to complete projects or assignments.

Break up a major assignment into chunks so that you can complete the assignment in segments of time.

Add dedicated work times in your schedule to prepare for tests or assignments.



# TIME MANAGEMENT SKILLS

Have you heard of the Pomodoro Method?

A time management technique -

Set up a 25-minute timer on your phone

Focus on one task – no distractions – work until the timer goes off

Give yourself a 5-minute break (set timer)

Come back and work for another 25 minutes.  
Only after 4 25-minute sessions give yourself a 20-minute break

Try the app **Focus Keeper** – does this for you



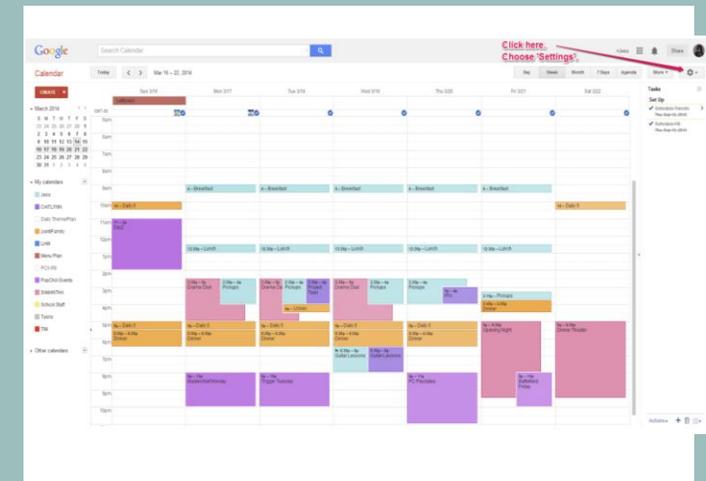
# TIME MANAGEMENT USING CALENDARS

You can use calendars to track daily or recurring commitments.

Track your personal and social commitments in a different color than your academic or work appointments.

Use the calendar to create and continuously update your 'To Do' list. Keeping it all in one place will allow you to track the information better.

Set one day of the week - perhaps, Sunday - to go over everything in your 'To Do' list and update it.





**Remember the Milk – task manager** - help you remember (and be encouraged to tackle) items in your to-do list



**My Noise – noise generator** -an effective noise generator that offers sounds meant to help you stay focused on your work



**Evernote** – allows you to maintain typed and scanned notes with photos, images, web pages, etc. and makes it all searchable



**Google Tasks**, as its name suggests, is an app meant to help you capture, edit, and manage all your tasks



Use the Notes and Calendar apps on your phones to track to do lists, projects, and deadlines



Use a physical calendar book to track everything

# SOME GREAT APPS TO HELP YOU STAY ORGANIZED

# ACTIVELY PARTICIPATE IN CLASS

Pay attention during the live lectures – ask and answer questions

Reach out to the professor or the teaching assistant if you have questions about the content

Reach out to classmates – set up study groups

Go to the office hours set up by the professor and the TA – take advantage of the time they are offering to make sure you have understood everything that is being covered. Not a time to be shy



# CONNECT WITH YOUR CLASSMATES AND STAY CONNECTED

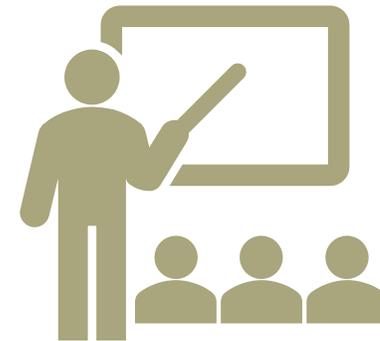
Introduce yourself and build relationships with classmates

Help someone else who is struggling with classwork – build bonds (example setup a Facebook group with classmates)

Set up study groups so that you can learn from and learn with one another

Reach out to students who you know at the university already

Find online discussion groups for your classes and other areas of interest at the university



# ASK QUESTIONS

The best online learners don't hesitate to ask questions.

Ask for clarification from other students, the TA or Professor.

This allows you to engage your classmates and professor while clearing up any questions you have immediately.

Best to do it as soon as you see you do not understand something. Do not wait until a test or due date to do it.



# SET GOALS FOR YOURSELF AND HOLD YOURSELF ACCOUNTABLE



Set up goals for accomplishing your assignments, projects and studying for tests



Check your calendar to make sure you are on schedule to study and complete assignments. Do a weekly check of your calendar



Pair up with a classmate who can be your accountability buddy



Follow the tips above to stay organized and be productive

# RESOURCES AVAILABLE TO YOU

Check your university's website for all the student support services they offer. For example, tutoring help, mental health services.

If you are a first-generation student, check to see if they have an office dedicated to working with first-generation students.

The universities are dedicated to making sure you are successful. Use the resources that they are providing you.

Community Colleges, CSU's, UC's, and Private Colleges have online counselors and advisors that you can schedule meetings with if you have questions about your classes and financial aid.

The screenshot shows the top navigation bar for Cal State LA with a search icon and a 'MENU' link. Below the navigation is a COVID-19 notice: "COVID-19: To comply with public gathering restrictions, students should avoid coming to campus unless they are visiting the COVID-19 testing site with an appointment. Visit [Health Watch](#)." The main content area is titled "Schedule an Appointment" and features a large graphic with the Cal State LA logo and the text "STUDENT SUCCESS COLLABORATIVE". Below the graphic are two buttons: "Schedule An Appointment »" and "How To Schedule »". On the left side, there is a vertical navigation menu with the following items: Advisement Department, Advisement Home, Academic Information, Schedule an Appointment, Meet the Advising Team, Prepare For Registration, Apply for Graduation, Returning Students, Getting Involved, FAQ, Meet the Chairs and Faculty, Meet the Student Leaders, and University Advisement Community.

The screenshot shows the top navigation bar for Los Angeles City College (LACC) with the college logo and the text "The City's College." Below the navigation is a search bar and a list of links: ABOUT LACC, ADMISSIONS & AID, ACADEMICS, CAMPUS LIFE, RESOURCES & SERVICES, and Apply to LACC. The main content area is titled "ACADEMIC COUNSELING" and features a breadcrumb trail: "Academics > Academic Counseling > Online Academic Counseling > Live Chat". Below the breadcrumb trail is a vertical navigation menu with the following items: Department Home, Online Academic Counseling, Live Chat, Online Counseling Form, Group Counseling, Submit A Graduation Petition, Online Counseling Etiquette, and Counseling A-Z. To the right of the menu is a "Live Chat" section titled "What is Live Chat?" which explains that Live Chat is a feature on Cranium Café that enables students to communicate instantly with student services personnel. It also provides instructions on how to connect with a General Counselor during online drop-in hours and lists the live chat hours: Monday & Wednesday: 1:00PM-4:00PM, Tuesday & Thursday: 9:00AM-12:00PM.

---

While this is a difficult time since most of us did not plan to learn or work virtually -

---

You are building valuable skills – you are adapting to the change in circumstances.

---

You can use this opportunity to network with people – build community and teams online.

---

Think of this as a weird twist in the road – you are going to take it and still get to your destination.

**REMEMBER**

# REASONS TO DISCONNECT



Present Moment of Awareness



Improved Sleep



Deepened Connections



Productivity and learning



Breaking the habit of constantly being connected to technology

# WAYS TO DISCONNECT



Read a book that is not for school



Spend some time outside: go for a walk, play with your pets, exercise



Spend time with family and friends



Schedule some daily self-care time



Temporarily turn off notifications: emails and texts



Limit time on social media: facebook, instagram, snapchat, twitter etc.

# REFERENCES

- Gomes, Mary, et al. “Five Reasons to Take a Break from Screens.” Greater Good, [www.greatergood.berkeley.edu/article/item/five reasons to take a break from screens](http://www.greatergood.berkeley.edu/article/item/five-reasons-to-take-a-break-from-screens).
- <https://www.csufullyonline.com/>
- <https://thesummitcc.com/tips-for-managing-time-staying-organized/>
- <https://edsource.org/2020/california-state-university-classes-to-continue-mostly-online-in-fall/631381>
- <https://www.rememberthemilk.com/>
- <https://mynoise.net/iOS/appGuide.php>
- <https://shcs.ucdavis.edu/blog/archive/maintaining-tech-life-balance>
- <https://www.csun.edu/counseling/mental-health-services-and-resources-students-during-covid-19-state-emergency>
- <https://evernote.com/>
- <https://support.google.com/tasks/answer/7675772?co=GENIE.Platform%3DDesktop&hl=en>