



## MORE Tips for Online Education Success

### TURN OFF YOUR CELL PHONE!

Your cell phone can be a distraction! Whether it's social media, a call, a text, or a notification, your cell phone can be a serious distraction and cause you to lose your focus. To truly absorb and learn the material from each of your classes, turn off your phone!

- If your class is *Asynchronous*: Turn off your phone while you're performing class tasks. Whether it's a study session, reading class material, or watching a pre-recorded lecture, TURN OFF YOUR CELL PHONE to avoid losing your focus.
- If your class is *Synchronous*: Turn off your phone during LIVE class sessions and while you're doing class work. Just as you would if you were attending an in-person class, don't use your phone during a LIVE lecture unless it is an emergency.

### SET A STOP TIME

Set a time each day where you will stop working for your classes. If you don't allow yourself dedicated time AWAY from your courses, you can start feeling like you're studying 24/7.

### USE ONLINE RESOURCES

John Jay College provides many online resources that still are available to you digitally.

Just because the library materials aren't available to you in-person doesn't mean that you can't use them online! Check the **ONLINE Lloyd Sealy Library** for access to materials found not only at John Jay and CUNY, but across a spectrum of online databases. These library resources could help you to write papers and draw up evidence to support claims.

Find the link for the library website at: <https://www.lib.jjay.cuny.edu/>

If you're having trouble writing a paper or even having an issue developing a plan or need ideas for how to go about writing a paper, the **Alan Siegel Writing Center** is available ONLINE! The Writing Center is using Zoom and the Word program to try to mirror an in-person tutoring session.

You can book an appointment online at:

<http://jjcweb.jjay.cuny.edu/writing/Writing%20Center%20Online.htm>

If you're taking a Foreign Language class and need tutoring, the **Modern Language Center** offers ONLINE appointments for assistance.

Find more information and book an online appointment with the Modern Language Center at:

<http://www.jjay.cuny.edu/modern-language-center>

If you're having trouble in a math or science course, the **Math and Science Resource Center** is offering all of their services virtually, including tutoring.

Find more information and book an online appointment with the Math and Science Resource Center at:

<https://www.jjay.cuny.edu/mathematicsscience-resource-center>

### **TAKE NOTES**

Just as you would in an in-person classroom, take notes in a notebook or on loose-leaf paper during virtual class sessions so that you later can reflect back and study from what you have learned virtually. We also recommend taking notes on materials you read or watch that pertain to the class.

### **MAKE GOALS AND REWARD YOURSELF**

Make daily goals and reward yourself once you achieve them. Such small self-rewards can help motivate you to complete specific course tasks. For example, if your goal is to read two chapters on Monday for one of your courses, reward yourself with one episode of your favorite TV show after reading one chapter, then watch a second episode once you finish reading the second chapter.

### **ACTIVELY PARTICIPATE**

Participation in online courses is more challenging than participation in an in-person classroom setting. However, you still can find ways to participate no matter if your course is asynchronous or synchronous.

- For *asynchronous* classes: participate by sending the professor(s) emails with any questions you may have and don't forget to be thorough and engaged in your discussion board posts.
- For *synchronous* classes: participate during LIVE online instruction, such as Zoom sessions. Whether it be vocal comment or in the chat box, discuss and ask questions about the materials being covered.

### **CHECK YOUR EMAIL DAILY**

It is VITAL that you check your email EACH AND EVERY day. Since email is the only way your professors can communicate with you, you don't want to miss an important announcement from them OR the college.

### ***LOG-IN DAILY***

Just like your email, you should check Blackboard EACH AND EVERY day. You don't want to miss a new assignment or an update posted by your professor!

### ***PRACTICE USING TECHNOLOGY***

Online classes rely on online programs and computer software. Before classes begin, familiarize yourself with all of the programs you will be using for the semester, so that you aren't confused or frustrated when you need to use them. Zoom, Blackboard, CUNYFirst, Microsoft Office, are just a few.

### ***DEVELOP A ROUTINE***

Create a schedule that builds a class work routine for yourself , so you feel organized and don't become overwhelmed with the amount of work you must complete.