

Tips for Successful Online Learning

Your classes are changing from on-campus to online. What can you do to continue your successful work as a SUNY Orange student?

Communicate with your instructor

Whether your classes are on-campus or online, **your instructor is the best source of information** for specific course details. **If your course is changing from in-person to online, it's 100% expected to have a lot of questions.** Do not be afraid to ask questions to better understand what's going on and/or how you'll be working in the new format. Once you've started working online and you encounter difficulty with access, finding course materials, etc., do not hesitate to ask your instructor for guidance.

Explore any technology that is new to you

Even if online learning is familiar to you, you may be asked to use technology that is new to you. Anytime you're asked to use a tool you've never used before, **try the tool in advance** to your required meeting or assignment due date. For example, if your instructor provides an online meeting link, you may need to download an app to use the tool. By logging in early, you give yourself plenty of time to complete this step before the meeting begins. If you continue to have trouble using the tool, you can contact the [IT Service Desk](#) for help. They have many resources to share and can often walk you through the steps to help you with any difficulty.

Identify a study space

Working as a student from home means you likely have to suddenly navigate a lot of distraction. **Identify a consistent study space in your home to help you transition from a worker, parent, family member, or partner to a student who needs to focus.** A study space does not need to be a separate room. Creating a routine for where you do your work creates a focused thinking habit that allows you to more quickly settle into the work that needs to be done.

Communicate with your family and friends

Changes in school and event schedules may create a new level of activity in your home. It's completely natural to be uncertain as things start to change. One important step is to talk with your family and friends about what the impact is on you. Let them know you need a quiet, uninterrupted space for some time each week to continue to meet your college goals. Setting expectations by setting up study times with your family and friends gives them a way to support you (it also assures them you'll be available at other times during the day).

Create family/friends study hours

You may have children in your family who are also moving to online learning. This is an opportunity to create a family study space, or to do video chat for group study times. For instance, create a family study hour, or set up video chat where everyone sets a goal for the time. At the end of the time, have everyone share their progress. "Teaching" others helps with memory and understanding of material.

Use a calendar

If you don't already, **now is a very important time to start.** With online learning, your time will start to become very hard to manage alongside other commitments. Use your calendar to create weekly lists of assignment due dates and tasks you may need to complete those assignment. If you're not sure where to start, or how to go about breaking up assignments into manageable steps, [contact us](#) to set up a session with a tutor.

Keep your class schedule even when you're home

If you were attending an in-person class, study group, or regularly met with an instructor on site, continue to do your college work at those same times. You've already established a routine and one of the best things you can do as you transition to online learning is to keep that routine. Also, your instructor may continue to use that time to meet via Zoom (or other tools), so it's important to re-evaluate your calendar of commitments whenever there are changes taking place to your schedule.

Know your Academic Support resources

Academic Support is working to guide you through your transition on online learning. Reach out to ask about resources that are available for you, set up a time with a tutor, or with any question big or small. When in doubt, [contact us](#).

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Newburgh Learning Center

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