



# UNLV | HOWARD R. HUGHES College of ENGINEERING

## TIPS FOR SUCCESS MOVING TO ONLINE CLASSES



- **Schedule dedicated class time and be consistent-** Treat it as if it were a regular class and plan days and times each week that you will “in” the course.
- **Schedule your week-** Each week mark out what classes and projects you will be working on and schedule specific time blocks for each.
- **Set daily reminders on your computer calendar-** To remind you of where you should be in your studies and compare to what you’ve accomplished.
- **Beat deadlines-** Don’t procrastinate, act as if assignments are due a day or two before they actually are to build in a cushion and avoid the last-minute stress.
- **Have a dedicated study space-** Find a room within your home and set up a place free of distractions that is meant for your study/class time.
- **Limit Distractions-** Work away from the TV, video games and your bed. Put the cell phone away and/or turn off notifications. There are apps that allow you to lock yourself out for specified time periods.
- **Set weekly and daily goals-** Each week as you schedule your class and study time make a list of what you plan to accomplish for the week. Each day make a list of goals to complete by the end of the day.
- **Connect with your course mates-** Be in touch with course mates and reach out to them to see how they are doing especially when one is not motivated or stuck in a problem. Building and maintaining peer relationship will be essential right now.
- **Get an accountability partner-** Find a friend (in the same or different classes) and discuss your weekly goals together, check in throughout the week to discuss your progress. Schedule the same days and time each week for check-ins.
- **Take notes-** Start each “class” by reading any text (book or written within the module) and get an understanding of what you should be learning in the lecture video. Make an outline of the content and fill it in as you watch the lecture.
- **Take notes-** Split your screen and have a Word doc up to make notes as you work through the module and watch the lectures.
- **Try using flash cards-** Written by hand or using a flash card app and keep the tab open while online. Keep them on hand to review during down time.
- **Participate-** It can be tempting to sit back and just focus on doing what you have to but treating it like an in-person class and engaging and responding can help you understand and retain information. Studies show that students with higher online engagement in discussions and posts earn higher grades on average.
- **Be Engaged-** Be your own guide, critique, mentor, teacher and motivator. The college and faculty are working hard to provide support and resources but remember your learning and success depends more on you than it did last week.
- **Engage yourself and use learning checks-** Quiz yourself on what you’re learning and find knowledge gaps. Go back and re-read or re-watch videos until you fully understand content.
- **Ask Questions-** Ask as soon as you have questions and seek out instructors for help.
- **Remember this is likely new to your instructors too-** extend a little grace to your instructors and if something doesn’t seem to be working or is confusing let them know. They may not know otherwise.
- **Use online resources-** Know the resources available through campus, often posted online in the class itself. Use library resources, office hours, Writing Center, Tutoring and Academic Success Coaching resources.
- **Remember you can do hard things-** “this may be hard, but as engineers we always do hard things and we do them successfully” - **Dean Venkat**

Contact Dean Venkat when you face any challenge or issue at [rama.venkat@unlv.edu](mailto:rama.venkat@unlv.edu)