Best Practices for Remote Learning

Special shout-out to [TRIO](https://www.bellevuecollege.edu/trio/) for providing some of these tips!  They also have several study skills tips that could be helpful.  We recognize not all of these tips will be possible for everyone given individual living situations, as well as financial and technology access.  Students, if you need support with acquiring technology, please contact the [DRC](https://www.bellevuecollege.edu/drc/) so, we can get you connected to resources!

Create a Schedule

* Understand which method of organization works best for you at the start. For example, if you like getting easy tasks done first, make those first on your list and then work on the more complex assignments, or vice versa as to your preference.
* There are many ways to create a schedule to keep track of classes, exams, quizzes, meetings, and projects. Use a planner or online calendars such as Gmail or Outlook. There are also apps for phones such as Rally, Calendly or Assistant.to.
* Plan out which subject you will study on which day, to ensure that you’re devoting enough time to each subject. For example, Mondays and Wednesday can be set aside for math, while Tuesdays and Fridays can be devoted to English.
* Make sure to look at your schedule of classes, assignments, and readings and include this information on your organization calendar or app. Also include hours your instructor is available and the Academic Success Center’s tutoring hours.
* Know your learning preference. If you are unsure or want to learn more, take a learning styles quiz on the [VARK website](https://vark-learn.com/). Explore the website for tips and strategies for managing those preferences and adapt to on-line classes as best you can.
* Adjust your study plan as necessary to meet your weekly goals and get the most out of each study session.

Time Management

* Give yourself more time than you think you need to complete assignments.
* Remember to set specific times daily to only work on one subject at a time.
* Utilize the [Neurodiversity Navigator’s Weekly Checklist and To Do List](https://www.bellevuecollege.edu/autismspectrumnavigators/weekly-handouts/) to check in with yourself, track what’s due in each of your classes, and plan your day, week, or project.
* Create break periods to help clear your mind.  Having break periods at the same time of the day could help those who like consistency while having break periods at different times of the day could help people to be less distracted by wondering when they get a break.  Think about what’s right for you!
* Have goals set for non-school related activities.  This way you have something to look forward to when you feel stuck or want to pause schoolwork.

Reduce Distractions

* Find a room or space that can be designated for learning and studying only.  With many of us having multiple family members at home working, this can be a challenge. You may need to get creative!
* Put your phone and other internet-connected devices in a room other than where you’re studying to help reduce distractions.  Turn off the TV and other distractions.
* Noise-dampening headphones or ear plugs can help to reduce noise if you live with other people.
* Set a timer outside the room you’re in for the time you will spend working so you don’t need to constantly check a watch or leave to see what time it is.
* Put a note on your door or back of your chair telling others not to disturb you during times you need to focus.

Be Engaged

* Log onto Canvas and other modes of communication your instructor has set for the class often and look for new information posted throughout the week.
* Post questions and engage in dialogues; challenge yourself by having longer interactions than simply stating, “I agree with so and so’s post or I disagree.”
* By elaborating you help yourself understand why you have the thoughts you do, and it will also motivate others to provide thought provoking responses.
* Go the extra mile by doing additional research. The more information you gather, the more prepared you will be for any hurdles that might come along.
* Read as much of the materials as possible, even if it’s only for 5 minutes a day.
* Try not to compare yourself to your classmates; all students learn differently.

Communication

* Ask questions!  Your instructors are there to help you.
* Contact each of your instructors and ask how you can best prepare for their class. Will they be using Canvas, Zoom, Microsoft Teams?  Each platform has informative webinars you can watch to help you prepare if you are unfamiliar.
* If a classmate posts a response to a question, contribute your thoughts on it too.
* Reach out to classmates about which resources help them structure their projects.
* Try to find a study buddy in each class to help each other stay focused and not procrastinate.

Resources

* Make sure you are prepared and know how to navigate Canvas. Join a [free online Canvas workshop](https://www.bellevuecollege.edu/elearning/current/online-student-canvas-workshop/).
* Review the links professors provide on lectures to further understand the material.
* Canvas has support for managing remote learning on their [help page](https://www.canvas.net/courses/canvas-basics-badge).
* Utilize the [Academic Success Center](https://www.bellevuecollege.edu/asc/)’s online tutoring.  See the [ASC’s video](https://youtu.be/2xLbZYMGOb8) on how to access online tutoring!
* Use the references in bibliography and textbooks for additional means of gathering more information.
* Try to find online games matching the subject and level you are studying to make learning more fun and engaging.
* Utilize the [Library Media Center](https://www.bellevuecollege.edu/lmc/)‘s online resources or [King County’s Library System](https://kcls.org/) (including free tutoring).

Self-Care

* Balance is key!  Be kind to yourself this quarter as you (and we all) are going through something totally new.  If you want to talk to a counselor, check out [Bellevue College’s Counseling Center](https://www.bellevuecollege.edu/counseling/) – they have online sessions available.  We have counselors who are fluent in Mandarin/Chinese, Spanish, and Vietnamese.
* Check out the [WA State Directory of Multicultural Counselors](https://www.multiculturalcounselors.org/) if we don’t have a counselor who speaks your primary language.
* Check out the [National Alliance on Mental Issues resource packet on mental health during COVID19](https://nami.org/Support-Education/NAMI-HelpLine/COVID-19-Information-and-Resources).
* Get fresh air. Try to go outside or open windows to let fresh air in daily.
* Get rest. Try to get the appropriate hours of sleep to ensure you are ready for learning.
* Social time: reach out to friends and family using Facetime, Zoom or another app. It is important to connect with others during this time.
* Nutrition is important right now.  Feed your brain and your body. If you need support with obtaining food, check out the [Office for Diversity, Equity, and Inclusion’s Resources](https://www.bellevuecollege.edu/diversity/covid19-resources-services/) and select the Emergency Resources link or the [City of Bellevue’s Resources.](https://bellevuewa.gov/city-government/departments/parks/community-services/human-services/food-banks-shelters)
* As appropriate for your body and energy level, incorporate exercise and take breaks to reboot. There are lots of free workout videos online right now if that’s what will help you.
* Be aware of spam and scam calls and emails right now.  Always verify through separate means identities of those calling you and never give personal information on phones unless you called them at a number you independently verified.