

## Online Coursework Tips

### Manage Distractions

Becoming distracted when you are on a computer is easy. Trying to eliminate environmental distractions is an important step to get through your online coursework. Google Chrome offers many helpful extensions ([StayFocusd](#), [RescueTime](#)) which can help others eliminate both physical and digital distractions.

### Time Management

There can be a lot of freedom with online classes but also a lot of responsibility. Scheduling specific times in your schedule to devote to your classes is a proven method for online success. [Google Calendar](#) can be an excellent tool for blocking off time to read your textbooks, track due dates, and other class obligations as assigned. Try to get a head start on things as much as possible.

#### Cascadia Resources:

- ✓ Attend Cascadia's workshop on time management, scheduled for Wednesday, October 7<sup>th</sup> from 1:00-2:00. Sign up is available [here](#).
- ✓ If you want one-on-one support with time management for the fall quarter, email the [Kathrine Raines](#) to request a coaching appointment.

### Stay Motivated

Do not underestimate the effort needed for online classes! Make sure you stay motivated and engaged in your online learning experience. Approach these classes as you would with any in-person class. Self-determination is a key factor!

### Communicating with Instructors

Don't hesitate to communicate with your instructor. Ask questions, keep them informed, and take advantage of virtual support times. Instructors want students to stay engaged with them throughout the quarter. Having good communication with them is important. If you have a question or concern, send them a polite email (or) Canvas message and practice patience when waiting for a response.

### Self-Care

Students can't take care of their classes unless they take care of themselves first. Eating well, exercising, staying on a consistent sleeping schedule, taking regular 10-15 minutes breaks (reduces eyestrain) are all ways to practice self-care while in school!

#### Cascadia Resources:

- ✓ Counseling services are available through UW Bothell free of charge to all currently enrolled Cascadia students. Check out their [webpage](#) to learn more about how to schedule an appointment.

### Forming Virtual Connections

It can be easy to isolate ourselves in an online environment. One of the best parts about college is making new connections. This can still be done in an online environment.

Questions for classmates can still be asked through discussion boards and online portals. Study groups can be held through various apps (Zoom, Google Meet, WhatsApp). These are great ways to make new friends while collaborating on a difficult assignment.

### Cascadia Resources:

- ✓ If you have formed a study group with peers and would like a tutor to assist these sessions, contact the [Bock Learning Center](#) to make this request.

### Seek Out Additional Support

For additional tips and a chance to ask questions, attend Cascadia's workshop on being a successful online student. Sign-up is available [here](#). Check out additional support resources for online learning [here](#).