

# General Strategies for Online Learning

## *Getting Organized*

- Develop a one-page Google doc with all of your courses and announcements, new formats, new meeting times/methods and reminders for you to refer back to.
- Download the [AsULearn mobile app](#).
- Layout the rest of your semester and when items are due.
  - [Google Calendar](#) - *is effective in putting your assignments in, and making sure you know when items are due.*
  - Make sure you pay attention to forums that have different due dates than the original forum date.
- Create a regular study/work space.
  - Ensure the lighting is good, temperature is comfortable, and you have all your class materials readily available.
- Actively participate when you can - engage with AsULearn forums, video class discussions, etc.
- Study during times that you will accomplish your best work.
  - Morning person → study first thing
  - Night owl → set aside time after dinner
- Think about your learning style and employ relevant study strategies to foster success.
  - Visual learner? Try printing out lecture notes to annotate during video lectures
  - Auditory learner? Build time into your schedule to play and replay all audio and video-based content
  - Turn on any transcripts or auto-captioning available for visual reinforcement of audio information and notes.
- Feeling yourself falling behind?
  - Determine your professor's preferred method of communication and reach out when you need clarification or assistance.
  - Utilize University Resources outlined at [Keep Learning during COVID- 19](#)
- Hold yourself accountable

## *Textbooks*

- [Vitalsource](#) recently released a [press release](#) that they are working with certain publishers and will be providing free electronic access to many textbooks
- [Redshelf](#) will also be providing free electronic textbooks

## Technology

- Macs have [built in text-to-speech functionality](#) to read selectable text on your screen
- [NaturalReader](#) provides free text-to-speech online support as well as downloads for Macs and Windows users
- Within Google Docs click on Tools and select [Voice Typing](#) to help type materials using speech-to-text
- Use audio transcription platform (which simultaneously records audio and creates a transcript) such as [Otter](#) or [Live Transcribe](#). Such platforms create a rough transcript and allow you to search for terms after lecture.
- [MyScript Calculator](#) - an app that allows you to write equations and get an answer, rather than typing them into a calculator.

## Strategies for Self Motivation & Time Management

- Start the day on time. Establishing daily structure will allow you to perform at your highest level.
- Create a daily checklist at the start of each day to serve as a reminder for things you need to do that day.
- Remind yourself why you're in school - focus on your end goal!
- Watch this video to learn how to use the [Study Cycle](#)
- Incorporate appropriate self-care time into your new routine -- take breaks when you need them, eat healthy foods, engage in physical activity, etc.
- Create a system for managing your time throughout the day.
  - Set aside blocks of time dedicated to your online courses / coursework.
  - Add alerts to your phone to remind you of class times or due dates.
- Download the [30/30 app](#). This app is a task manager designed to assist students focus on their tasks and goals.

## Strategies for Maintaining Concentration

- Use noise-cancelling headphones or [white noise](#) to create a distraction-reduced environment.
- Identify what distracts you! Set yourself up for optimal focus -
  - Establish rules for activities that serve as distractors (i.e., checking phone, checking emails, etc.)

- Find a device that shows the time (i.e., wall clock, digital timer) in your study space where you can easily see it.
- Create a distraction free space. Need complete silence? Find a private study space (i.e., office space, public library).
- Collect class materials the night before (i.e., notebook, pens, pencils, etc.)
- Have cold water, a fidget, snacks, gum, etc. nearby.
- Use noise cancelling headphones.
- Eliminate common distractions (i.e. Netflix, your phone, other things you wouldn't normally access during class).
  - Try downloading a website blocker
    - [Freedom](#) - free app that blocks websites and apps on Mac, Windows, iOS, and Chrome devices
    - [Cold Turkey](#) - free app that blocks websites and apps on Mac, Windows, iOS, and Chrome devices
    - [Forest](#) - free app that allows you to earn coins and plant trees during times of focus; real trees are planted for every tree grown in the app!

## Strategies for Students with Visual Impairments

- Communicate early with your instructor if course materials are not accessible (i.e. pdf text is not selectable, text font/color is not easily readable, or you are having issues navigating webpages/diagrams/other content).
- Ensure your Internet connection is strong enough to support your screen-reader software.
- Useful App:
  - [Be My Eyes](#) - free app that connects blind and low-vision people with sighted volunteers and company representatives for visual assistance through a live video call

## Strategies for Students with Hearing Impairments

- Communicate early with your instructor if course content is not accessible (i.e. captioning is not working or those captions are inaccurate/incomplete).
- Useful Apps -
  - [HearYouNow](#) - allows you to amplify conversations that are difficult to hear (i.e. group chats, Zoom meetings, etc)
  - [RogerVoice](#) - live-captions phone conversations

## Strategies for Students with Autism Spectrum Disorders

- A toolkit has been created for [Supporting Individuals with Autism During Uncertain Times](#)

## Strategies for Promoting Wellness

- **Engage with the [ASU Counseling Center](#) - Call 828-262-3180 for a phone consultation to discuss ASU Counseling Center's Teletherapy options for students!**
- Capitalize on technology to maintain face-to-face communities - Facetime, Skype, Zoom, etc. will allow you to continue small groups, friendships, and relationships during social distancing
- Create a list of people who you can reach out to when you're feeling isolated/lonely and places or activities that bring you peace. *Post this list somewhere visible and read it daily!*
- Find meaningful tasks you can accomplish. Accomplishing these tasks will give you a sense of fulfillment. Some examples include: read a book, clean your house, find a new pretty view, learn a new skill, etc.
- Go outside! Even if it's just for a short walk, getting outside provides Vitamin D which has been scientifically proven to positively influence mood and productivity.
- Limit media exposure, especially if it is increasing distress. Turn off notifications and check *reputable sites* during specific hours of the day.
- Check out [ASU Counseling Center's Self Help ideas](#).
- Helpful Apps -
  - [Anxiety Slayer](#) - provides podcasts, meditation, anxiety coaching, and more!
  - [Calm](#) - helps with sleep and stress management
  - [MindShift](#) - provides tools to help battle anxious and depressive thoughts and promote productivity
  - [MoodTools](#) - mood lifting strategies for individuals with depression
  - [Panic Relief](#) - provides coping tools to individuals during a panic attack
  - [Sanvello](#) - on demand help for stress, anxiety, and depression
  - [Stop, Breathe, & Think](#) - tailors mindfulness activities to your immediate feelings