Adapting to Online Courses
Tips and Tricks for Effective Digital Learning
Academic Resource Center

To Start

- Kinds of lectures
  - Pre-Recorded/asynchronous
  - Live Streaming/synchronous
- Ways to participate (depending on your professor):
  - Forum discussion, quiz and tests - NYU Classes
  - Live chat on Zoom
  - WeChat and QQ group chat

Before Classes

- Familiarize yourself with the online learning tools in advance
- Treat online classes as if you were attending them physically
  - Set up recurring calendar events
  - Minimize distractions
- Simulate a class environment
  - Attend classes with your friends/peers at the same time (if possible)
  - Set up a time to chat with classmates
  - Form online study groups
  - Establish a routine

During Classes

- Take notes, take notes, take notes
  - 5 Rs of note-taking: Recording, Reflecting, Ranking, Reviewing, Reducing
- Take breaks
- Participate in class discussions
  - Chats, forum, and other platforms

After Classes

- Form your own study groups
- Check your emails and WeChat groups regularly.
  - Download the Gmail app on your phone, and turn on notifications
- Join post-lecture online discussions
**Forum Responses**

**Do:**
- Treat this like a traditional classroom discussion or a writing assignment. Always think: would I say this in a classroom or in an essay?
- Ask questions of classmates’ posts when asked to interact
- Dedicate writing and editing time
- Be as specific as possible and relate your post back to class discussion and readings

**Don’t:**
- Use informal, chatroom-like language
- Attack someone else’s opinion
- Quickly write a response and post it without proofreading it
- Be vague or only state your personal opinion
- Forget to relate your post back to what the class has been focusing on

**Keep Up With Your Classes**

- Rely on time management skills you’ve used before
  - Use calendars, planners, and other productivity apps
  - Create study schedules
  - Break larger assignments into smaller ones
- Attend classes at the same time every day or as you would on campus
- Make sure you go over one entire lecture in one sitting to keep up with a normal pace

**Pre-Recorded vs. Live-Streaming**

- Pre-Recorded lectures
  - Not a Netflix series to binge in one sitting
  - Watch the lectures in a timely fashion; don’t procrastinate
- Live-Streaming Lectures
  - Create calendar events and reminders so you can watch lecture on time
  - Join the scheduled meeting room in Zoom at least 5-10 minutes before the lecture

**Resources**

- Email your professor
- Join forum discussion on NYU Classes (if applicable)
- ARC online consultations
  - Meet with Writing and Speaking Fellow for writing, speaking and academic skills tutoring.
  - Meet with Learning Assistants for course-specific tutoring
- Online Library Resources and Ask a Librarian function

**Handouts**

- Contributing to Online Forum Discussion Handout
- Distance Learning Checklist
- Learn more about ARC online services in Spring 2020