

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