



# Distance Learning Tips + Tricks

Classes resume online March 30th



## The Basics

Your classes are online now. Sounds great, right? It can be, if you're prepared.

The information for most classes\* isn't changing drastically, but the delivery of information will.

Time management and self motivation are the tools you'll use the most to be successful in online classes.

*\*Liberal arts classes will most likely be approached in a somewhat similar fashion. Studio classes will vary, so make sure you're keeping track of what each instructor is assigning.*



# Time Management

So, how can you set yourself up for a successful end of the semester?

## ★ Keep a schedule

- If you can, continue your regular pre-spring break class schedule.
  - If you had Art History from 8:30-9:50 on Tuesday/Thursday, log in at that same time to work on Art History now.
- If you have changed work hours, or have new outside commitments, make sure you are still adhering to the same amount of time for class as you did before spring break.

## ★ Set alarms and be consistent

- Don't skip a day or start late.
- If need be, set an alarm for each class to ensure you log in and get the information you need.

## ★ Block out distractions

- Find a space (even if it's just a specific corner of your room) where you can do your work.
- Don't be distracted by roommates, social media, or TV.
- Don't be tempted to put things off for "later".



# Motivation

Online classes are probably a dream come true for independent workers. For social students, online classes are not ideal. Here are some tips to help you stay on track and finish your work:

- ★ **Workspace**
  - Consider lighting, surfaces, and aesthetics (ask yourself, “Can I really concentrate in this space?”)
- ★ **Give yourself breaks**
  - Set goals and reward yourself with a short break when you meet them (i.e. “I’ll work on this for two hours and then watch one episode of something on Netflix.”)
  - Build in times to move and exercise
- ★ **Google Hangouts**
  - Study with classmates. Schedule a Google Hangout to study or discuss class information
- ★ **Remember, you’re not alone!**
  - Your classmates and faculty are also working from home, so don’t be a stranger
  - Reach out if you have questions



# Studying & Notes

- ★ Don't forget, you should still be taking notes, even if your instructor isn't giving a lecture.
  - If you have information in a Word document or PowerPoint, go through it as if it were a lecture, and take notes on important information.
- ★ Don't forget to study!
  - You will still have final exams
  - Make sure you know when exams occur and where to access them, as you will be responsible for accessing exams.
- ★ Your academic advisor is available for academic support if you're lost.
- ★ Your instructor is also a resource--they're delivering the information, after all!
- ★ Use online resources to organize your notes and help you study (Quizlet, Evernote, Google Docs, etc.)



## Keep in Mind...

- ★ April 10th is the last day to withdraw from classes this semester.
  - You will need to email the Registrar's Office to do this ([registrar@kcai.edu](mailto:registrar@kcai.edu)) before 4pm on 4/10.
- ★ You will need to keep track of both liberal arts finals (most occurring the week of May 11th) and final studio projects/critiques.
- ★ After next week, all students are able to register for classes, so make sure you have registered for the fall semester!