



Succeeding as an Online Learner

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Create your own daily schedule.

Maximize your time by planning for class attendance and homework, just as you would for your face-to-face classes. Prepare to spend an equal amount of time learning and practicing while classes are completely online.

Try to find a study/homework space.

Guidelines for social distancing may require you to change where you spend your time completing homework, meeting with classmates, and studying for exams. While you are away from the University, seek out and maintain a space conducive for your work.

Keep track of your questions.

You are accustomed to bringing up questions or concerns during face-to-face class meetings. As you attend classes online, write down any questions you may have so that you can present them in online discussion boards or in direct contact with your professor.

Practice different ways of engaging new content.

If you limit your class interactions to a screen, then it may become more challenging to remain engaged in new material and projects. Whenever possible, listen to your course content, write out your notes, or test your understanding by speaking/writing short summaries based on your memory and comprehension.

Maintain consistent communication with your team members from assigned team projects.

After your professors communicate their expectations and guidelines, reach out to your assigned teammates to create new plans and strategies. Although your teams are likely to already incorporate online learning and file-sharing components, working completely online with your teammates will require a different approach.

For example, your team may find it helpful to have a dedicated time when everyone is online live, such as your regular class time. Or, give everyone a solid time to check email daily. Regular check-ins will reduce miscommunications and knowledge gaps. You can utilize GoogleDocs or Office365 to keep all team work online and in one place. Office365 is free for all UofSC students:

https://sc.edu/about/offices_and_divisions/division_of_information_technology/end_user_services/available_technology_resources/information_for_students/index.php

Communicate with your professor.

Your professors are also working through changes in course delivery. If you have any questions about utilizing online resources, completing assignments, or engaging course content, contact your professor according to their guidelines. If you have any questions about using Blackboard, review the information available from the University Division of Information Technology:

https://sc.edu/about/offices_and_divisions/division_of_information_technology/end_user_services/available_technology_resources/blackboard/index.php

The **CBC** will be available to work with you on any communication document or assignment during online learning, from March 23 – April 3. **Please send inquiries to Brad Stratton, Director, Center for Business Communication:** bstratton@moore.sc.edu