

## **TIPS for MANAGING YOUR AT-HOME and ON-LINE LEARNING ENVIRONMENT**

- 1. REDUCE SOCIAL MEDIA and the NEWS**
  - a. It is important to have information, but too much news puts even the most resilient of us onto overload
  - b. THE BEST thing you can do is to follow social distancing and cleaning guidelines and help others to
  - c. Keep up with your studies and goals
  - d. Eat healthily
  - e. Exercise and walk
  - f. Follow your own established calming routines
- 2. Try to establish and follow a routine.**
  - a. Study at the same time each day. Include exercise, calling friends, etc.
  - b. If you have a regular D<sup>2</sup>A<sup>2</sup> meeting, do that via ZOOM or phone call (Email the adviser your number, we are establishing a way to call folks even though we are not in the office.)
  - c. Next week, if not before, D<sup>2</sup>A<sup>2</sup> advisers will send you their zoom links; you can then email and arrange a scheduled meeting.
- 3. Determine your “office/study” location**
  - a. Be sure that it is private and free of distractions.
- 4. Check your IUP (D2L, Moodle, other learning platform) email daily.**
- 5. Look into your courses EACH day and check for updates.**
- 6. ASK your professor for information. ASK questions. CHECK UNDERSTANDING.**
- 7. DO coursework each day.**
- 8. Pay attention to deadlines.**
  - a. Make a list of assignments and readings.
  - b. If you need help with making a due date chart, let the D<sup>2</sup>A<sup>2</sup> adviser know; then, send the adviser, the syllabus or due date list, or show it to them via Zoom.
- 9. REMIND Professors of accommodations that are relevant to the way you do the course.**
- 10. ESPECIALLY, remind professors if you need your exam and/or quiz time extended.**
  - a. Send them a friendly email or ask our assistance

### **REMEMBER**

**WE ARE HERE FOR YOU! WE MISS YOU! WE WILL GET THROUGH THIS!**