

## **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!**