



MATER DEI CATHOLIC HIGH SCHOOL

Tips for Those Who are New to Being Online Learners

- 1. Be Patient:** This is the first time schools have shut down across the country. You and your teacher are both going through adjustments. Know that your teachers have taken their preparation seriously and are available to help you be successful despite the technology challenges that you may experience and distance that is now between you. Your teacher will not have all the answers in terms of when you are going back to class or when things will return to normal. Be patient if there are questions that can't be answered right now.
- 2. Have Realistic Expectations:** This transition from classroom-based instruction to online is being done on an emergency basis, under difficult and uncertain times. Understand your instructors are doing the best they can and they are trying to help you with some sense of continuity of your normal life. We all need to pull together and do what we can.
- 3. Be Aware of Your Surroundings:** Try to find a space in your home that can be considered a quality and productive learning environment. Once you find a great space, see if you can set it up as your permanent learning space with as few distractions as possible. However, if you are using the camera or audio from your computer to speak back and forth with the instructor, be aware of what is visible behind you. Do a quick check of your surroundings to ensure that anything fellow classmates and instructors can see with your camera is appropriate. Or, don't use your camera. You need to be careful with audio as well. Put up a "Quiet Online Learning Taking Place—Others can See and Hear You" so you can avoid distracting or embarrassing sounds being heard by others.
- 4. Minimize Distractions:** The computer presents great opportunities to be distracted. Messages, internet pages, games can all interfere with productivity. So please, shut everything down and make the instruction or assignment full screen. It will help reduce the enticement of the distractions. Also, turn off your smartphone or, better yet, put the smartphone in another room. Once you have focused on your work and are underway, you don't want the temptation of the phone. And, no TV either. The less tempting distractions, the more likely you will be to focus.
- 5. Take Responsibility:** Ultimately, you are responsible for your own learning. A good faculty member can get you a long way toward a desired learning outcome, but in the end, you've got to step up and be responsible for your own learning. As they say, no one can "learn" you anything, you've got to learn yourself. The teacher is a guide, mentor and helper but ultimately, it's your responsibility to learn.

Adapted from Karl Kapp, Ed.D LinkedIn Blog Post, Tips for Those Who Are New to Being an Online Learner, <https://www.linkedin.com/pulse/tips-those-who-new-being-online-learner-karl-kapp/>