

Transitioning to Online Tips

- Make a schedule
 - The best thing would be is to get a weekly, monthly, or weekly/monthly planner. If you do not want to buy one, there are several templates online you can download and print for free. You can even use your cell phone to create calendar events.
 - Write down your assignment due dates. Give yourself plenty of time to complete readings and assignments.
- Make a block schedule
 - Create a day or hourly block schedule for your courses. Dedicate the day to one or two classes a day or create hourly blocks for classes.
- Make a to do list
 - Make a list of assignments or readings and cross them out when completed.
- Log into Blackboard.
 - Log into your Blackboard daily. You can also change your notification settings to receive a text message when something is uploaded or graded.
- Check your **Lamar Email DAILY**
- Participate in the online webinars
 - When available, attend the live webinars to be able to interact with the instructor as well as other classmates. A lot of the time the instructor will record these sessions, but don't count on it. You will also be able to ask the instructor questions.
- Make a group chat with your classmates
 - Create a group chat using similar applications such as GroupMe. Add all your classmates to keep each other updated with information.
- Create a shared folder

- Create a folder you can share with others. Scan or upload your notes to this folder to compare notes.
- Distraction Free Workspace
 - Eliminate the distractions in your area. Do not work in an area where you may get bored and tempted to go to Netflix or social media (we are all guilty of this).

Videos

- https://www.youtube.com/watch?v=tK_Cpdl3s8Y
- <https://www.youtube.com/watch?v=Nv1jPcZtwAg>
- <https://www.youtube.com/watch?v=H-deFSyeXSM>
- <https://www.youtube.com/watch?v=Xk39EUIY5GE>
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