

# The MAPS Committee Fall 2020 Workshop Series

## Making the Best of Online Classes: Tips and Tricks

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MAPS

### PREPARE



**Adjust your expectations:** This semester WILL be different than you expected! Be flexible and cut yourself some slack. Your expectations of a productive day will be different. Take it day-by-day!



**Empathize with your instructors:** Instructors = humans! They are nervous too, and it's their first time teaching online as well. Clarify expectations for teach instructor/class and contact them if you have questions.



**Prepare an efficient study space:** Designate a study space at home you can use to work. Distinguish between working and relaxation space. Try different set-ups and consider investing in ergonomic materials!



**Practice time management:** Based on your goals, build a detailed schedule with activities. Crucially, set morning routine (i.e., get dressed, brush teeth, have coffee)! Try using the Pomodoro technique to stay focused.

### PARTICIPATE



**Simply put - participate!:** Show up ontime (which is 10min early), ask questions, take notes!



**Limit distractions:** Reduce the amount of noise around you - wear headphones, close your door and turn your phone on silent! Consider using applications to block social media!



**Consider technical requirements:** Have a charger ready for your computer and check your Zoom updates! What's your background like for presentations? Be aware of your internet package and TIME differences!



**Stay Connected with Students:** Join or create virtual working groups with your peers, lab members and friends! Set a time to meet on an online platforms and enjoy the company and accountability!

**"You get what you give!" : Think about what you want from this semester and how you will be able to achieve it!**



**Stay Connected with Student Services:**

- Ask for help when things seem challenging!
- Concordia offers online resources to provide students with learning support, skills and professional development, wellness options, research and library resources and community environment
  - [Access Center for Students with Disabilities](#)
  - [Student Success Center](#)
  - [Zen Dens, CU Recreation](#)
  - [Library website](#)
  - [LIVE Center \(CU Cares\), CU at Home](#)
- If you are experiencing mental or emotional distress in your new #WFH routine check out [Concordia's support services and third-party resources](#)