

Transition to Online Learning Strategies for Students

Arranging Your Study Space

1. Think about your study environment. Do you prefer a space with background noise, or do you prefer a quiet space, free from noise and all distractions?
2. Try to set up a consistent space to work each day.
3. If you can't arrange your own space to work in, consider building a barrier around yourself with books and/or binders to create a "study carrel" similar to those at the library. For some people, using headphones to block out noise, can also help.
4. Set up your work space with all of the necessary supplies, technology and resources you will need. Move all distracting objects, people, and pets out of your line of vision.

Planning/Scheduling/Organizing Classes and Assignments

1. Download and/or print out your class syllabi. Take a look at all assignments, due dates, and exams, then plot out all of these important dates on a Google calendar, paper calendar, or any calendar of your choosing. This will help you identify how much time you have to complete assignments and projects, and prepare for exams. Cross off each assignment and test, once completed.
2. Write down deadlines and create cell phone alarms for assignment due dates.
3. Keep track of your synchronous class times. Plot these on your calendar, and/or create cell phone alarms for class times. Be on time and ready for class.
4. Create a weekly and daily schedule for yourself. Check out this [free schedule template](#), along with the many organizational/planning resources at the end of this document.
5. Add your instructors' office hours to your weekly schedule.
6. Don't forget to schedule in breaks! Main meals and snacks offer natural opportunities for brain breaks. [Try a few of these Brain Breaks!](#)
7. Consider using a timer to help keep track of the length of your breaks and study sessions. [The Pomodoro Technique](#) can help you manage your study and break time. Check out this [Pomodoro video](#).

8. Be sure to **schedule exercise or movement breaks**, to help relieve stress and reduce cognitive overwhelm. Here are a few more ideas for [healthy activity breaks](#).
9. **Check your email daily!** This is the main method of communication. The larger campus community, your instructors and campus support providers will be communicating with you frequently...**check your email daily.**
10. **If you have any questions regarding assignments, post messages on the class boards and/or contact/message classmates.**
Professors may be overloaded with emails and may take longer than usually for you to get a response back. Use your peers as a resource to get answers to your questions. Should you have an emergency, please do reach out via email to your professors.

Attending Your Online Classes

1. Shower and dress to be online (whatever that means to you). Keeping up your morning routine may help you stay focused, as it may help create the feeling of attending regular classes.
2. If your classes are being held synchronously online at the same time they were held while you were at school, make sure you login on time and actually "attend." Participating in direct instruction will give you a chance to listen to course content, ask questions, and hear your classmate's thoughts and questions.
3. During "live" classes, **reduce distractions**; turn your phone off and/or put it in another room, don't open any other browser windows or tabs except for the one where your class is streaming, and if you can be in your space alone, keep the door closed. Also, if your pet is a distraction, keep it out of the room. (Save pet snuggling time as part of your break time schedule, rather than during class.)
4. Check each class syllabus at least once a week to make sure you are prepared for class, and your professors haven't changed any lecture topics, assignments, or due dates.
5. Be sure to connect with your instructors and ODAS to check in about your **note taking** accommodations. Many instructors will be recording lectures, then posting to Moodle. In addition, **note taking services** will continue.
6. If you are a student who receives **extended time on testing**, and your instructor has scheduled a timed assessment, you will still be required to fill out a [Proctor Request](#) form. Once you have filled out the form, please send to disabilities@woodbury.edu. Identifying the class, date, time and duration of the

test. Proctoring will be conducted via an online video communication service, if applicable.

7. **Communicate with your professors in a timely manner**, when you need clarification. Check-in online daily. Your professor can see when you were on Moodle, or any other learning platform, and how much time was spent on class tasks.
8. Connect via email with other students who seem to have a good grasp on what is happening in class.

Keep up with your social connections!

1. Try to arrange a virtual "study hall" with your friends. Consider setting a time each day to meet on FaceTime or another platform, to focus on completing assignments.
2. As part of your schedule, to de-stress, block out time to "meet" your friends on a video chat, social networking, online yoga class, or other group meet up platform, for non-work-related socializing. **Use safety precautions when engaging in social media platforms.**

Helpful Academic Resources

Internet Providers Offering Free Connectivity

- Comcast - www.internetessentials.com/covid19
- Spectrum – Call 1-844-488-8935

Reading

- <https://www.beeline-reader.com/> (iOS, Android, PC and Mac)
A free (during COVID-19 online transition) tool to help make reading on a screen easier, faster, and more enjoyable. It uses an eye-guiding color gradient, to pull your eyes from one line to the next, to help enhance focus and increase reading speed.

Screen Readers

- <https://www.nvaccess.org/> (PC running Windows 7 or later)
A free, high quality screen reader; accessible to all!
- <https://www.naturalreaders.com/> (PC and Mac)
Free text to speech tool, which allows you to upload text and documents or convert to mp3 to listen to anywhere anytime.
- <https://www.bemyeyes.com/> (iOS and Android)
A free mobile app that helps make the world more accessible for individuals who are blind, or experience low-vision. The app connects blind and low-vision

individuals with sighted volunteers and companies from all over the world through a live video call. Users can request assistance in over 180 languages, making the app the biggest online community for blind and low-vision people as well as one of the largest micro-volunteering platforms in the world!

Note Taking

- <http://whinkapp.com/> (iOS) \$4.99
Allows you to create beautiful notes effortlessly; with options to handwrite and/or type notes, markup PDFs, add audio, shapes, photos, have unlimited notebooks and more.
- <https://evernote.com/> (iOS, Android, PC)
Free tool enables you to take notes anywhere, find and share information quickly; create meeting notes, web pages, projects, and to-do lists.
- <https://www.squidnotes.com/> (Android)
Free (during COVID-19 online transition) app that lets you take handwritten notes naturally on any Android device; allows you to write just like you would on paper using an active pen, passive stylus, or your finger.

Allows you to easily markup PDFs to fill out forms, edit/grade papers, or sign documents. Import images, draw shapes, and add typed text to your notes. Quickly select, copy/paste, and move content between pages and notes.

- <https://www.inspiration-at.com/inspiration-maps/> (iOS and PC) iOS - Free with in-app purchases or \$9.99; PC - \$63
Take notes using visual diagrams or written outlines while adding graphic details. Inspiration Maps turns static outlines into dynamic, rich, writing structures. Expand on your work in Diagram View or Outline View, then export to a writing app to complete your projects.
- <https://www.mindmeister.com/> (iOS, Android, PC)
Free (with in-app purchases) web-based mind mapping tool that lets you capture, develop and share ideas visually to help with creative tasks and project planning. Contains a built-in presentation mode, which turns mind maps into amazing, dynamic slideshows within seconds. As soon as you're done you can export the slides as PNGs, embed the whole presentation on your website, or even broadcast it live.
- <https://www.gocongr.com/> (iOS, Android, PC)
Free online tool which provides a range of tools for learning. Helps with planning, brainstorming, and note-taking, along with testing and scoring, on a comprehensive, interactive platform.

Reading and Annotating

- <https://www.marginnote.com/> (iOS and Mac)

Free (with in-app purchases) tool which integrates powerful tools for annotating, mind-mapping, creating flashcards and, identifying key vocabulary, to build up your reading notes.

Writing: Speech to Text

- <https://speechnotes.co/> (Android and PC)
Free speech to text online notepad, with an accurate and free speech recognition text editor
- <https://www.nuance.com/dragon/dragon-anywhere.html> (iOS, Android, PC)
iOS/Android – Free with in-app purchases; PC – prices vary
Dictate documents of any length, easily edit and adjust formatting and quickly share them on cloud-sharing services, directly from your iOS or Android smartphone or tablet.

Writing

- <https://www.grammarly.com/> (iOS, PC and Mac)
Free tool to help you eliminate grammar and spelling errors, while helping you find the perfect words to express yourself.
- <https://www.gingersoftware.com/grammarcheck> (iOS, Android, PC and Mac) iOS - \$4.99; Android - \$6.49
Free tool that helps you write better English and efficiently corrects texts; uses patent-pending technology to correct grammar mistakes, spelling mistakes and misused words, with unmatched accuracy.

Organization

- <https://myhomeworkapp.com/> (iOS, Android, PC, Mac, Kindle)
Free (with in-app purchases) app which focuses specifically on homework/assignment planning. Users can set up times, due dates, and calendars for homework assignments. You can also input your course schedule, along with reminders for classes.
- <https://istudentpro.com/> (iOS, Android, PC and Mac)
Free app (with in-app purchases) that allows you to input your class schedule and set reminders before class everyday so that you never forget where you're going. It also keeps track of assignments, due dates, and exams. Also allows you to customize a grading scale. You can input your grades for completed assignments and exams, and the app will automatically calculate your GPA based on your school's grading scale and the grades that you have recorded.

Time Management

- <https://tomighty.github.io/> (PC and Mac)
Tomighty is a free desktop timer specifically designed for the Pomodoro Technique.
- <https://www.focusboosterapp.com/> (PC and Mac) Plan prices may vary

Helps reduce procrastination, and increase consistent focus, while tracking the time spent on tasks. Helps you achieve more, understand how you use your time and feel satisfied knowing you are productive.

Reducing Distractions

- <https://selfcontrolapp.com/> (Mac)
Free app that blocks your access to the internet or to apps of your choosing for a certain period of time to allow you to get things done without distractions.
- <https://play.google.com/store/apps/details?id=de.dfki.appdetox> (Android)
AppDetox is a free app that will block apps you specify, for a certain amount of time to keep them from distracting you while you work.

Woodbury Resources

- The Office of Disabilities and Accessibility Services, (818) 394-3345
teresa.young@woodbury.edu Work cell (818) 914-8360
- <https://woodbury.edu/student-life/living/safety-security/>
This link will connect you to all Woodbury online resources.
- Woodbury IT: helpdesk@woodbury.edu
- Writing Center and Tutoring: <https://library.woodbury.edu/writing-center>
- Math, Science and Subject Tutoring Center
<https://library.woodbury.edu/msstc>
- Ernesto Morales, Academic Counselor, (818) 252-5129
Ernesto.Morales@woodbury.edu
- Edward Rivas, Learning Specialist, (818) 252-5122
Edward.Rivas@woodbury.edu
- Ruth Burgher-Gibore, Director of Counseling Services, (818) 252-5237
Ruth.Burghergibore@woodbury.edu
- Lauren Seo, Senior International Student Advisor/DSO, (818) 252-5265
Lauren.Seo@woodbury.edu
- Oswaldo Navarro, Career Services Coordinator, (818) 252-5260
careers@woodbury.edu
<https://woodbury.edu/student-life/student-support-services/about-career-services/>
- Housing: housing@woodbury.edu