

QUICK GUIDE: TRANSITIONING TO ONLINE LEARNING

Tips for Success in your Online Courses



1

ESTABLISH A GOOD STUDY SPACE

Find a quiet place with a good internet connection and access to power. Ideally, this would be a place that you can routinely use throughout the quarter. Let your roommates know when you are working and ask not to be disturbed. Use earplugs, headphones, or a white-noise maker if your workspace or apartment is noisy. Try to set your space up as ergonomically as possible, with a supportive chair and hard surface such as a table or desk.



2

UNDERSTAND COURSE EXPECTATIONS

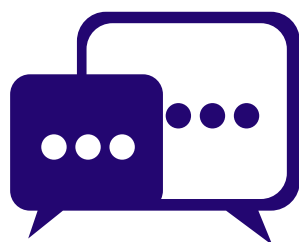
Review the [DC Course Schedule](#) and each instructor's syllabus carefully to make sure you understand the course format and assessment schedule. Some courses might be synchronous and require you to attend at specific times, while others will be asynchronous and can be completed on your own time as long as you meet specified deadlines. Double-check your exam schedule to see if your exam is set at a certain time or in a specified window. Also, some instructors may choose to use different assessment tools than what they normally would use in a face-to-face class. Don't be afraid to reach out to your instructor for clarification or support at any time.



3

STRUCTURE YOUR TIME

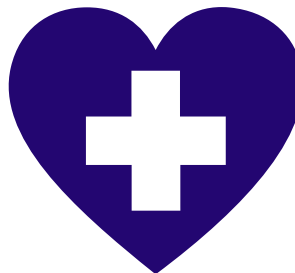
Online learning can give you a lot more flexibility in your schedule than you are used to having. It is important that you establish your own weekly schedule and daily routine to keep on top of your coursework. Gather all your syllabi at the beginning of the quarter and calendar important dates, such as quizzes and exams, in a planner. Set specific blocks of time to work on individual courses during the week. Without set class times, it can be tempting to procrastinate and push things to the last minute. Stick to a schedule and hold yourself and your peers accountable.



4

CONNECT REGULARLY WITH INSTRUCTORS AND PEERS

It is normal to feel a sense of isolation and loneliness during this time, especially in an online learning environment. UWS has set up tools for you to stay engaged and connected with your instructors and peers. Most instructors and staff are available by phone or [Zoom](#), and students will have access to [Microsoft Teams](#), a messaging app that will allow you to text and call (via voice or video) people within the UWS community.



5

PRACTICE SELF-CARE AND TAKE REGULAR BREAKS

While it is important for you to schedule time for classes and studying, it is equally important to schedule breaks and time for self-care. Take regular breaks in between study sessions and make sure you are nourishing your body and mind. Check your posture and incorporate mindfulness into your daily routine. A great place to start is with a mindfulness body-scan - [learn more about this technique here](#).



6

SEEK SUPPORT

Students Services is here to connect you with the resources you need. UWS offers many support resources to students, including tutoring, academic coaching, counseling and more! See our new Student Services Support Resources guide for information on how to get help.

STUDENT SERVICES SUPPORT RESOURCES

We are here for you!

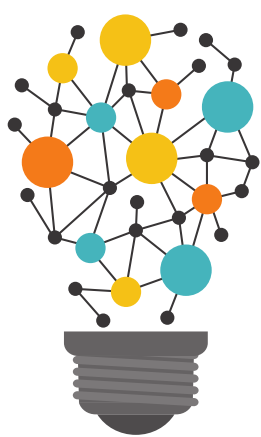
TUTORING

Struggling with coursework or an assignment? Make a tutoring appointment!

Course-Specific Tutoring: Appointments can be scheduled as normal at uws.mywconline.com. All tutoring appointments will take place over Microsoft Teams through the videoconferencing tool.
For questions about tutoring, email tutoring@uws.edu.



Writing: Writing tutoring is a collaborative process where tutors work alongside students as they grow as writers. Tutors provide support in writing skills, but are not editors or content creators. You may schedule a writing tutoring session by emailing Stori Long at slong@uws.edu.



ACADEMIC COACHING

Can't get the hang of online classes? Struggling with structuring your work-from-home schedule? Book an Academic Coaching appointment!

Academic coaching allows students the time and space to work through any academic or personal challenges they are experiencing while identifying possible solutions. Common discussion topics include study skills, time management, test preparation, test-taking, procrastination and stress reduction. You may choose to meet with a coach for a single appointment or book a series of coaching appointments for continued support. To schedule an appointment, please email success@uws.edu

LIBRARY

Do you have questions about library resources or need help with literature searches?

The Library staff are here to help you via chat, email or phone/Zoom conference!

The fastest way to get in touch with the library this quarter is to email library@uws.edu or reference@uws.edu and provide a number in which we can reach you.

General question: library@uws.edu

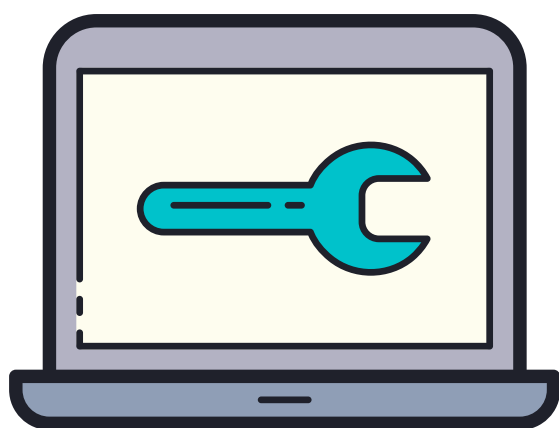
Reference or research support: reference@uws.edu

Questions for the Head Librarian: librarian@uws.edu

Questions about article requests for full-text articles: ILL@uws.edu



For the most up-to-date library information, please visit us at
www.uws.edu/community/library



IT SUPPORT

The UWS IT department can help you with all of your technical support needs:

- Password and account issues
- Hardware and device support
- Software and applications
- Other technical issues

To get support for any of these issues, please **submit a ticket through the UWS ServiceHub: servicehub.uws.edu**
If you need immediate assistance, please still submit a ticket and then email studentservices@uws.edu

NEED OTHER SUPPORT OR RESOURCES?

Registrar@uws.edu - Questions about registration, transcripts, withdrawals, grades

Finaid@uws.edu - Questions about financial aid, scholarships, loans

BusinessOffice@uws.edu - Questions about paying tuition, reimbursements

StudentServices@uws.edu - Questions about tutoring, counseling, ASB/clubs, housing and food insecurity

CampusTestingCenter@uws.edu - Questions about accommodations, make-up tests