

## Strategies for Online Courses

### **Make a calendar or schedule.**

Time management is very important, especially when taking courses on- line. Naturally, given the complexity of life, some days will be easier than others for doing all the course requirements, so developing a schedule that will work for you is going to be important. Finding quiet times in your day to work on your school work/readings is going to be very important.

### **Get rid of distractors.**

That may mean closing the door to keep family members away, turning off your cell phone, not opening your email program, or turning off the TV. Figure out what distracts you from your online course and eliminate it as you work on your course. Children at home can be challenging based on their interests and ages. Finding independent activities of interest for older children, taking advantage of nap times, getting up earlier in the day are some of the options that could be helpful.

### **Set goals and incentives.**

Give yourself, or have someone give you, incentives for completing a module or assignment. Set personal learning and time goals. Give yourself a treat when you've finished a module or a discussion (but don't reward yourself when you haven't!). Rewards can be as simple as watching an episode (or two) of your favourite show. It is easy to avoid things, especially if they seem difficult or daunting.

### **Find a study/work partner.**

Reach out to a friend and look for alternatives formats to work together. Skype, Face Time and Microsoft Team are a few of the many different APPs available.

### **Explore ways to multitask that don't contribute to cognitive overload.**

Can you download podcasts on your mobile phone or MP3 player and listen to them as you work around the house? Using a 'text to voice' program can also be helpful. There are many free APPs and computer programs that may help with learning including 'Natural Reader'.

**Ask for help.** Loyalist College has many resources available to you.

- **AccessAbility and Student Success Mentors** are available for consultation by email.
- **Counselling** appointments are available via telephone. To schedule an appointment, please email [studentsuccess@loyalistcollege.com](mailto:studentsuccess@loyalistcollege.com).

Please note, there is a 48-hour turnaround for processing and scheduling. Appointments will be scheduled between Monday-Friday, 8am-4pm.

If you are in crisis or having thoughts of suicide, please contact your local Crisis Intervention Centre or call 911.



- The following supports are also available:
  - Crisis Intervention Centre (Belleville): 613-969-7400 ext 2753
  - Good2Talk: 1-866-925-5454
  - Crisis Text Line: Text GOOD2TALKON to 686868
  - Keep Me Safe: 1-844-451-9700, My SSP mobile app or <https://keepmesafe.myissp.com>
  
- **Tutoring Services:**
  - For new Peer Tutoring requests, [complete this online form](#).
  - For students already matched with Peer Tutors, contact your tutor directly to discuss options and availability.
  - For Faculty Writing Coach and English Language Support sessions, contact [eproulx@loyalistcollege.com](mailto:eproulx@loyalistcollege.com)

For updates, please visit [loyalistcollege.com/coronavirus](https://loyalistcollege.com/coronavirus).