



DISTANCE LEARNING

Distance Learning Guide to Adapting To Online Learning

- 1. Get to Know the Technology:** Familiarize yourself with the course technology and confirm the technical requirements before your first assignment is due. Review the [GaVIEW Orientation](#) to become familiar with navigating GaVIEW.
- 2. Stay Organized:** By establishing a dedicated space to complete your online coursework, you'll have greater focus to the task at hand. **TIP:** When submitting work via GaVIEW, take the time to confirm uploads are complete.
- 3. Be Present Daily:** Establish a regular routine that supports online learning to avoid the danger of "out of sight, out of mind". Communicate your routine with roommates or family, if appropriate. Check deadlines. Use a calendar.
- 4. Participate in Online Communities:** While technology can create flexibility while learning, it can also create a sense of isolation and disconnectedness. **TIP:** Commit to staying connected to your online community by seeking virtual study tables, or using Smarthinking 24/7 tutoring located in the Study Aids dropdown of the GaVIEW toolbar.
- 5. Learn About Commonly Used Online Resources:** Some common online resources at ASU are WebEx and Discussions. A learning curve when using new technology is normal. Read the instructions and practice before using any new resource.
- 6. Optimize Video Lectures:** Your instructor may record lectures and post them online for viewing. Make sure you've given each lecture video the proper amount of time and focus like you would in a face-to-face class. Remember to take notes while viewing! **TIP:** You can pause or rewind videos at any moment in order to capture or note information delivered.
- 7. Practice Critical Thinking:** When working to create a product that meets the academic standards of collegiate work, the credibility of online documents can be difficult to distinguish. **TIP:** ASU Library has [great resources on source reliability](#).
- 8. Embrace Group-based Learning:** Communication is key for everyone (students and faculty) to contribute to a larger project/task. When working together online, ask questions but give others time to respond. Be sure to include your instructor in communications you feel warrant their attention, e.g. deadline or final projects. **TIP:** Ask your professor if you could schedule a WebEx meeting online to meet about questions you may have.
- 9. Communicate, Communicate, Communicate:** Online learning depends on asking questions, checking online platforms, and sharing needs with faculty or peers, as appropriate. **TIP:** Stress and anxiety have a direct impact on everyone's ability to learn. Consider communicating with your professor via phone, email, or WebEx.
- 10. Where to go for Help:** First, contact your instructor using the preferred method of communication listed in the syllabus and allow 24-48 hours for a response. Contact Distance Learning at asuonline@asurams.edu. Click the red "Get Help Now!" button on the homepage of GaVIEW. Click, "GaVIEW Help" in the toolbar of any course. Call Distance Learning at 229-500-2907 for immediate assistance.