

## *We are in this together!*

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Shifting to remote learning is unprecedented for the undergraduate experience at Wheaton College. We are dedicated to your success as a student as you work to finish this semester under unusual circumstances.

This guide will help you as you shift your learning from the in-person classroom to the online virtual classroom. This change requires a different kind of diligence to be prepared for class. Below are some tips and links to help you prepare for remote learning.

*The Learning & Accessibility Services team is available via email at [LAS@wheaton.edu](mailto:LAS@wheaton.edu).*

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### This guide has tips for:

1. Getting organized
  2. Managing your time
  3. Creating your at-home workspace
  4. Staying engaged
  5. Prepping for success!
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### 1. Getting organized

*“Start where you are. Use what you have. Do what you can.”*  
- Arthur Ashe

Your professors have worked diligently to get your class adapted for remote teaching and learning. They are learning new technology and, like you, many are working from home with the distractions that come along with this change. We encourage you to proactively reach out to your faculty with your questions. Faculty and staff are here to help you succeed!

#### **Here’s a checklist to help you prepare for day 1 of online classes:**

- Visit your Schoology course page and take time to work through this [Remote Learning Toolkit](#).
- Test your computer, phone or tablet with the programs you will be using and confirm your logins are working.
- Keep an eye out for communication from your professors.
- Look over the syllabus; day 1 is a good time to ask your professor clarifying questions and raise any concerns.
- Log into class a few minutes early.

## 2. Managing your time

*“The bad news is time flies. The good news is you’re the pilot.”*  
-Michael Altshuler

We can’t emphasize enough how important it is to plan your day when taking online courses, even if your courses are asynchronous.

- As a starting place, here’s a [web-based planner](#) that we like.
- Remember to plan time for studying in addition to time spent in the virtual classroom.
- Take some time to socialize virtually with friends. The Wheaton College community is still here, even though we’re not on campus!

## 3. Creating your at-home workspace

*“Not all workspaces are created equal, and yours should fit you.”*  
-Mandie Porick  
(Academic Advising Office)

Adapting to a new environment can be hard. Feel free to communicate with your professors about limitations you are experiencing and know that they want to help you succeed.

- Try to set up your home classroom with minimal distractions and avoid multitasking during class time.
- Let your family know when you’re in class and ask them to respect your need to focus.
- Consider headphones as a tool to help you engage fully during class time.
- Reach out to AIT if you have technical issues. It’s not a bad idea to add them as a contact in your cell phone now:

630-752-4357

[ait.service.desk@wheaton.edu](mailto:ait.service.desk@wheaton.edu)

## 4. Staying Engaged

*“No man [or woman!] is an island.”*  
- John Donne

It can be difficult to stay engaged and avoid academic isolation during a time defined by social distancing. This is true for your professors too! Here are some ideas of things you can do to help stay connected:

- Contribute regularly during online class discussions.
- Create online study groups. You can be the first one to reach out to your classmates and identify study partners.
- Build relationships with your professors and take advantage of their virtual office hours.
- Use multiple methods of communication such as phone or video to stay connected.
- Virtually connect with services available on campus.

## 5. Prepping for success

*“Human life has always been lived on the edge of a precipice. . . . If humans had postponed the search for knowledge and beauty until they were secure, the search would never have begun.”*  
-C.S. Lewis

These are some important traits to cultivate in order to be the most successful online student you can be:

- Self-motivation
- Organization
- Independence
- Tech-Literacy
- Flexibility
- Persistence

We believe in you! Let us know how we can help.

### **Additional Resources:**

[Wheaton College COVID-19 Updates](#)

[Learning and Accessibility Services](#)

[Academic and Institutional Technology](#)

[Counseling Center](#)

[Writing Center](#)

[Registrar’s Office](#)