# Top 5 Tips for Learning in Online Classes

## 1. Prepare yourself for learning
- Practice with the technology and troubleshoot problems.
- Minimize distractions from technology and other people.
- Gather what you will need before starting, including course materials, notebook, charger, water, and snacks.

## 2. Take notes to stay focused and engaged
- Take notes as if you were going to share them with someone who missed class.
- Decide the format for your notes: Paper? IPad? Annotating a PowerPoint?
- Review your notes within 24 hours to organize and summarize.

## 3. Actively participate in class
- Use focused attention as if you were in class in-person.
- Ask questions during class (in Chat or by voicing your questions, depending on your professor’s preference) or write them down and email after class.
- Preview the content before class and develop questions that you think will be answered during the class. Then during class, listen for the answers.

## 4. Dig deeper into recorded lectures and readings
- Preview the lecture or reading to get the big picture of the lesson.
- Go through the lecture/reading again, this time take notes by writing out broad topics followed by supporting details of the topic and examples of concepts.
- After each section, pause to write a brief summary of the section and questions you have about the content. Go a step further and think of potential exam questions, then put the questions together to create your own practice test.

## 5. Stay in touch with your professor and classmates
- Attend online office hours for clarification questions.
- Allow at least 48 hours for professors to respond to emails.
- Use Carmen discussion boards or email to communicate with classmates about the course. It’s a great place to invite them to form a study group!

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**Questions?**
Talk with an Academic Coach online for individualized help
[go.osu.edu/dlc-info](go.osu.edu/dlc-info)
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