



Tips for Learning in an Online Environment

Go Heels!

ASPSA is here to help! Reach out to your Academic Counselor if you have any questions or would like more assistance.

1. Find a place to make your academic space. Establish a good working space for yourself at home. Take some time to think of how you work best and create a new academic work environment.

- Let the people you live with know your class/study schedule, so they know when you'll be working.
- Make sure your academic space has all your necessities—and have space to take notes, read, and work on your computer.

2. Establish a daily and weekly routine.

- **Make a plan to check your UNC email and Sakai at specific times of day.** Stay up to date on any changes and assignment due dates now that you no longer have that in-person face-to-face reminder every week.
- Find out how your professors will communicate any changes to their class. Will it be through email, Sakai, or whatever other platform you have been using in class (Canvas, Packback, Piazza, etc.)?
- Check your email multiple times a day to make sure you're staying on top of communication and on top of your classwork!

3. Figure out how classes are changing. Getting yourself organized at the start will help you succeed. What you need to know:

Will this class be synchronous or asynchronous?	
<p><i>Synchronous</i> means everyone needs to log onto Zoom at the same time to watch the professor give the lecture in real time.</p> <ul style="list-style-type: none"> ▪ You need to be available at the time of the class. ▪ Class time will be on UNC time (Eastern time). If you are now in a different time zone, be sure to write down the time for the zone you are in! 	<p><i>Asynchronous</i> means the professor posts a prerecorded lecture that you're supposed to watch on your own time by a certain date.</p> <ul style="list-style-type: none"> ▪ Set a specific time each day in your schedule to watch those lectures & take notes – treat it like you're still attending class in person! ▪ If you don't understand something, rewind & take notes to ask the professor/tutor questions later!
How have assignments changed in your courses?	
<ul style="list-style-type: none"> ▪ Are there new assignments? 	<ul style="list-style-type: none"> ▪ When are your quizzes and exams?

<ul style="list-style-type: none"> ▪ Are there new due dates? ▪ Do you need to post to a discussion forum now? ▪ Do you need to submit assignments differently? 	<ul style="list-style-type: none"> ▪ How are your quizzes and exams being offered/conducted? ▪ Has the way the professor will calculate your grade changed?
<p>Write this all down for yourself and share with your Academic Counselor.</p>	

4. Establish a weekly schedule for academic work.

- Create a weekly class and study schedule with the times you'll be watching lectures, reading course readings, and completing work.
- Add your tutorial session and counselor meetings to your schedule.
- Need help planning your schedule? Reach out to your Academic Counselor.
 - [Google Calendar](#) is a great tool for scheduling, as well as [Toddledo](#), [WorkFlowy](#), and [Evernote](#) for to-do lists.
 - Prefer paper planners? Try free printables from: [Daily Planner](#) or ask your Academic Counselor, Tutor, or Learning Specialist for recommendations.

5. Use your resources.

- Stay in contact with your academic counselor. Ask about reaching out to a learning specialist if you need extra support.
- Reach out to your professor and TAs. Many of them will hold office hours/student meetings by appointment via Zoom and will be available by email.
- Attend your scheduled academic sessions.
- Utilize Google platforms, such as Google docs, sheets, and slides, to make sure you always have a backup for your notes/assignments.
- Stay connected to your friends, teammates, and family.

6. For students with disabilities:

- If you have accommodations or need help with requesting disability-related accommodations, please contact Accessibility Resources & Services by email ars@unc.edu or phone **919-962-8300** (leave a voicemail message with your name, purpose for calling and a number where you can be reached. ARS staff will listen to the voicemail and send it to the most appropriate staff member to respond. All voicemails will be returned by the end of the business day or early next business day). Practice self-advocacy. Do not hesitate to speak up for yourself by asking questions and communicating with your professors.
- Enhance your focus by minimizing outside distractions. Consider trying an app that block distractions:
 - [Brain.fm](#) (Android, iOS, Web) for focus-boosting soundtracks
 - [Hocus Focus](#) for viewing one window at a time on a Mac

- [Cold Turkey Blocker](#) (macOS, Windows) for locking yourself out your computer
- [Freedom](#) (Chrome, Firefox, iOS, macOS, Opera, Windows) for blocking anything you want, anywhere you want
- [Focus@Will](#) (Android, iOS, Web) for lyric-free audio and tracking your productivity
- [Forest – Stay Focused](#) (Android, iOS) helps users stay focus on a given task
- [LeechBlock](#) (Chrome, Firefox) for using timers to block or allow website access
- [Mindful Browsing](#) (Chrome) nudges you away from time-wasting sites
- [RescueTime](#) (Android, iOS, Linux, macOS, Web, Windows) for tracking productivity and blocking distracting sites
- [Self Control](#) (macOS) for free focus app for Mac

MOST IMPORTANT: STAY CONNECTED!

Your ASPSA family is still available to you via Zoom, text, and phone. Please reach out if you have any questions or concerns.

Many of your campus resources are still available online.

- [UNC Libraries](#)
- [Campus Advising](#)
- [CAPS](#)
- [Carolina Athletics](#)
- [Mental Health Services:](#)
- [Accessibility Resources & Services](#)
- [The Learning Center](#)
- [The Writing Center](#)
- [University Career Services](#)

Jeni Shannon, Ph.D.,
jenishannon@unc.edu
 919-928-4604

Brendan Carr, Ph.D.,
brendancarr@unc.edu
 919-360-5808

IT HELP AND RESOURCES FOR UNC STUDENTS

1. UNC IT Help

- For technical issues, please visit the ITS Service Desk at <https://help.unc.edu/sp> or call 919-962-HELP (4357). They are available M-F 7am-7pm and Sat/Sun 8am-5pm. You can either receive help with an issue you are having with UNC software or hardware or request a new service to help you during this time.
- If you have a lost or damaged laptop or charger obtained through UNC, please contact the ITS Service Desk. If your UNC laptop is stolen, please contact the police to report it stolen and then contact the ITS Service Desk.

2. Zoom Tips

- Many classes and meetings will now be conducted using Zoom. Make sure you have downloaded the Zoom app on your phone and/or installed the Zoom on your computer: <https://zoom.us/support/download>.
- There are many helpful tips for attending class in Zoom and navigating its tools that can found using these links: [UNC Zoom Tips](#) or [Additional Zoom Tips](#)
- Zoom also has accessibility components that can help you accommodate your individual needs: <https://zoom.us/accessibility>
- You can test your connection here: <https://unc.zoom.us/test>. If you are experiencing difficulty with your Zoom connection, you can utilize this resource: [Zoom Connection Help](#)
- Some common Zoom questions: [Zoom FAQs](#)

3. Internet Resources

- There are many available resources to help you either improve your current internet connection or obtain free internet services at-home or in public spaces. Please refer to this document for the multitude of internet resources available during this time: [Off-Campus Internet Resources](#)
- Here is some important information about staying safe when using public wi-fi: [Tips for Using Public Wi-fi](#)

4. Books available online

- Student Stores has officially become a partner with Vital Source. Due to this partnership, there has been an increase in textbooks/course materials available on the online bookshelf website: <https://bookshelf.vitalsource.com/#/>. You must use your university email to create an account. You can download books and also highlight, write, and create flashcards. You will have access to the books until May 25th.