

# VIRTUAL LEARNING TIPS FOR SUCCESS

## SET A ROUTINE

### Sleep Well-Eat Well

Pay attention to your sleep too—Are you staying up to late?

It's so easy to roll out of bed just in time to log-on for your first class, but you'll be more focused and motivated if you start every virtual learning day with your regular school-day routine. Give yourself time to shower, dress, and eat breakfast, just as if you're headed off for a day of in-person classes.

## CREATE YOUR LEARNING SPACE

Plan a comfortable workspace that's free of distractions. [NOT your bed—you don't NEED to be that comfortable!] Make sure that your space is well lit and your materials are handy. Stay focused. Don't drift off into surfing or playing games. You're going to be most successful when you're engaged and attentive to classes.

## SCHEDULE YOUR TIME

### Follow Your School Schedule at Home

Schedule specific times dedicated to your classes and homework each day. Set reminders on your phone to help you stay on track. Schedule time to study for your tests. Some of you are helping siblings with their remote learning as well. Remember to prioritize your own learning and be sure you're allowing time for yourself!

## STAY ORGANIZED

Keep your space, assignments and materials tidy. Save files to your google drive folders for each class, with subfolders for assignments or topics. Use notebooks/binders to keep notes and all printed material neatly organized by class. Organization will reduce stress and anxiety as you are completing your work, allowing you to access the materials you need quickly.

## PARTICIPATE IN CLASS

### Join Live Meets

The more engaged you are in your classes, the more motivated and successful you will be. Participate in class discussions. Ask questions if things are unclear. Reach out to your teachers & school counselor through virtual office hours or by email if you need additional support or have questions. They are ready and willing to help you!

## TAKE BRAIN BREAKS

Sitting in one place all day for online instruction gets monotonous. Allow yourself time for brain breaks! Between classes, turn up your music and dance! Stretch or do simple exercises to get your blood flowing and to help you refocus. Always get up and move between classes!  
Go outside for some fresh air!

## COMPLETE WORK

### Stay up to date with assignments!

Track assignments and tests on School Tool or calendar. Check your school email two times a day. Complete and submit your homework on time. Ask for help, email and set up google meets help during virtual office hours. Persevere through hard work. Always keep a positive attitude. Check your School Tool assignment account weekly.

## KEEP YOUR COOL

### Reduce Anxiety & Relax

Reach out to your school counselor. Virtual learning can be stressful. Internet issues, struggles with Chrome Books and logins can be frustrating. Reach out for help as soon as you identify a problem, but don't stress about it. Remember, we're all in this together! If you need a moment to regain your cool, explore a virtual calming room at [virtualcalmingroom.net](http://virtualcalmingroom.net)

We recognize many are stretched beyond your comfort zones right now. We're proud of you! Keep moving forward and doing your best! We are here for you if you need more support.



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