TIPS FOR ONLINE LEARNING

1. **Keep in touch** - communication is key. Stay in touch with your tutors, let Student Services know of any difficulties you are facing and have contact with your classmates and friends at uni. After an online session call a class mate and chat about how it went.

2. **Set up a class group** - if you haven't already got a group on social media, set one up. WhatsApp, Facebook etc. are great ways to stay in touch. Use them to check out what work you need to be doing, ask for help and just keep up social contact.

3. **Set up a work space** - studying in bed or on the sofa isn't ideal. If you can, set up a work area with everything you will need - it will help you to stay focussed.

4. **Get dressed** - it makes you act differently when you have clothes and shoes on. It also shows a level of respect for yourself and your colleagues when you appear online dressed rather than in PJs.

5. **Sort out the tech** - as much as you can get your technology sorted and ready. If you don't have everything you need let your uni know. They may not be able to buy you broadband but they may have ways to help you out.

6. **Make mistakes** - We learn by trial and error. Celebrate your mistakes - they show you are trying. Each day try and identify your best mistake - the one you learnt most from. Don't be afraid of letting others see your mistakes - you are here to learn for you and it might help others too.

7. **Keep a to-do list or schedule** for each day so you know what your plan is. There's a free, easy to use daily planner here: https://www.musostudy.com/resources/1MM/timetable-todos.doc

8. **Take notes** - have a Word document open or a pen and paper next to your computer. Use it to jot down key points, things you are unsure of and need to check out, important deadlines and questions you need help on. There are some other study strategies here: https://www.musostudy.com/resources/1MM/studying-at-home.pdf

9. **Be aware of cyber bullying** - Diffuse nasty comments - if someone makes an unkind comment about a mistake you make, a good way to deal with it is to laugh and agree - "That's rubbish!" "Yeah, it is isn't it, ah well... I'm trying though". This can help to deflate a bully. Always report unkind comments - cyber bullying is not acceptable and should be called out.

10. **On Live Chats** it can be easy to forget that your computer is a window to the world. Be aware of what people can see: Have got a poster behind you that you aren't happy to make public? Watch out for habits like nose picking too!

11. **Be proactive** - if you aren't sure what you are 'sposed to be working on ask your tutor. Use you spare time - If you have spare time why not get your social media presence together or make some videos, write a new song or article - send it to your tutor for feedback

12. **Be kind to yourself** - learning on your own can seem daunting and isolating, build in treats and stay in touch with others.

You may be learning on your own but you aren't alone. Keep in touch and keep talking