



## Tips for CU Students for Transitioning to Online

1. Create a study space with limited distractions.

Your couch or bed may be very comfy, but this is not the best place to study. Work from a desk or table to help maintain focus, without the temptation to take a nap. It can be easy to let social media and messages from friends distract you as well. When attending class via Zoom or working on assignments, keep your cell phone in a drawer or across the room. Do not have distracting websites or tabs open during Zoom classes.

2. Create (or maintain) your routines, particularly by maintaining a set schedule.

Maintain your “old” class schedule as much as possible. Routine is important to your academic success, so try to work on the same classes at the same time each day. If your face-to-face schedule included class at 10:00 am but now you do not meet during that time, still use that set time to work on the assignments for that class. Schedule specific times to work on specific classes and assignments. (Remember to take breaks as well and step outside if possible.)

3. Make daily to-do lists and prioritize your assignments.

Write down a list of your assignments by due date. Prioritize your efforts by working on assignments that are due soon followed by bigger projects that may require working over several days to complete. Update your to-do list each day based on any new assignments, your progress toward completing assignments that day, or updates from faculty.

4. Set ground rules for people in your space.

You may have family and loved ones who are also at home. Establish some ground rules in order to limit interruptions. Make a Do Not Disturb sign for when you absolutely cannot be disturbed, like when you are in class via Zoom.

5. Connect to your resources.

Stay in communication with faculty and classmates by reaching out to discuss course content and assignments. Connect to campus resources that are now available remotely, including your advisor, Success Coaches, Career Coaches, and the CASA Online Support (available on D2L).

**The Center for First Year Experience**

COURAGEOUS. *confident.* CLARION.

CLARION  
UNIVERSITY