Distance Learning Tips
August 14, 2020
#MustangsSucceed! We understand that distance learning comes with many challenges. Nevertheless, our school staff is here to support you! We have gathered some tips to help succeed during these challenging times:

1. **Create a Study Space:** Find a space at home where you can work without distractions. We recommend a space away from your cellphone and away from the TV. Make your space in a space with light (maybe next to a window). Make the space comfortable but not too comfortable that you might fall asleep!

2. **Establish a Support System:** Make sure you have the number or email of some of your peers. It will come handy if you miss a class, have questions, or need a study group. Surround yourself with responsible peers for those times when you will need encouragement or space to vent your frustrations. Help each other!

3. **Prepare Yourself & Manage Your Time:** Wake up early, take a shower, get off your PJs, and eat some breakfast. This routine will help you feel less sleepy and tired at the time of going to class. Know your class meeting times and schedule time to do homework and to review/study. Organize your work in difficulty order. Do what’s quick and easy first so that you can dedicate more time to what’s more difficult or will require more time.

4. **Take Breaks but Control the Procrastination:** Use the breaks between classes to go to the restroom, drink some water, get a snack, or just breathe. When working outside of class or during the weekends, use a timer. Take a 5-10 minute break every 40-50 minutes.

5. **Reward Yourself:** After a job well done, watch a movie, go to the park, or have your favorite snack!

6. **Ask for Help:** Contact your teachers and your peers if you have questions. Attend tutoring sessions.

7. **Participate:** Be engaged in class and make sure you participate in daily class activities, group work, help sessions.

8. **Talk to Your Employer:** If you have a job, understand that it is illegal (in the state of Maryland) for your employer to schedule your work during school hours. Try speaking to your manager so that you don't have scheduling conflicts.

9. **Follow Online Etiquette!**

10. **Stay Positive!** We are all in this together!
Distance Learning Etiquette:

When communicating with your peers and teachers:

- Treat your instructor and classmates with respect in email or any other communication.
- Always use your professors’ proper title: Dr. or Prof., or if in doubt use Mr. or Ms.
- Use direct, clear, and specific language.
- Remember that all communication should have correct spelling and grammar (this includes discussion boards).
- Avoid slang terms such as “wassup?” and texting abbreviations such as “u” instead of “you.”
- Use standard fonts such as Arial, Calibri or Times New Roman and use a size 10 or 12 pt. font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING.
- Limit and possibly avoid the use of emoticons like :).
- Avoid using humor or sarcasm as it might sound offensive.
- Be careful with personal information (both yours and others).
- Do not send confidential information via email.

When you send an email to your instructor, teaching assistant, or classmates, you should:

- Use a descriptive subject line.
- Be brief.
- Avoid attachments unless you are sure your recipients can open them.
- Sign your message with your name and return email address.
- Think before you send the email to more than one person. Does everyone really need to see your message?
- Be sure you REALLY want everyone to receive your response when you click, “reply all.”
- Be sure that the message author intended for the information to be passed along before you click the “forward” button.